

The Staley School of Leadership is hiring student interns to work on the university-wide applied learning initiative. These interns will learn about the goals of the applied learning imperative as part of the Next-Gen strategic plan, gain exposure to best practices in higher education, review syllabi utilizing a rubric, and conduct appreciative inquiry interviews with instructors and/or administrators.

Candidates are encouraged to apply by Thursday, March 14. Applicants will be interviewed following spring break, then will begin work in late March. Those interested in working in summer and into fall 2024 are highly encouraged to apply, although this is not a requirement. This position offers 5-10 hours per week at \$12 per hour.

**Minimum Qualifications**

- Must be in good academic standing
- Must be enrolled at K-State during the 2023-2024 academic year
- Proficient written and verbal communication skills
- Ability to learn and utilize systems like Microsoft Office, KSIS, and Navigate
- Personal standard of professionalism and ability to maintain confidentiality

**Preferred Qualifications**

- Experience and/or interest in the field of education, training, data analytics, or marketing

**Responsibilities**

- Collaborate with supervisor to strategically communicate with administrators or instructors via email
- Create and maintain a schedule to conduct interviews and/or review syllabi
- Engage in learning about curriculum development, appreciative inquiry, and applied/engaged learning
- Communicate regularly with teammates and supervisor

**Compensation**

- 5-10 hours per week
- \$12/hour

**Direct Supervisor:** Maggie Billman, programs/project coordinator

**Work Location:** Leadership Studies Building, with potential for remote work

**Work Hours:** Monday-Friday, hours of your choice from 8 a.m. to 5 p.m., with one weekly team meeting at a set time. Students will not be expected to work during periods when courses are not in session, i.e. spring break, winter break, and other University holidays. Student interns can continue work during the summer semester (May 20 - Aug. 5), if they choose to.

**Application**

- Applications will be reviewed as they are received. For best consideration, apply by March 14.
- Link to Application: [https://kstate.qualtrics.com/jfe/form/SV\\_2aUipjoZKtHttjw](https://kstate.qualtrics.com/jfe/form/SV_2aUipjoZKtHttjw) [Link](#)
- Statement of interest, resume, and two references (name and email address)