POSITION DESCRIPTION

Student leaders play a significant role in facilitating the successful transition of new students to the K-State campus. New Student Services Team Members recognize personal needs of prospective students visiting K-State and their families.

MISSION

The mission of New Student Services is to provide continuing services and assistance that will:

- Aid prospective students in their college selection process
- Expose new students to the broad range of educational opportunities offered by K-State
- Help prospective students envision themselves as a K-State student

ROLE DESCRIPTION

The minimum expectations/responsibilities of a New Student Services Team Member include:

- Lead campus tours to introduce prospective students and their families with campus services, activities, and facilities.
- Serve as a role model and mentor for new students.
- Answer phone calls and assist students, families and school personnel.
- Schedule campus visits, assist with event registration, and provide information on K-State through a variety of means.
- Assist with office tasks including mailing projects, processing communication pieces, and preparing informational folders/packets.
- Attend regular meetings and actively participate in training and development programs.
- Support other office staff, including but not limited to: Admissions Representatives, Assistant Coordinators of New Student Services, Administrative Assistants
- Additional responsibilities as assigned.

QUALIFICATIONS

The minimum qualifications for New Student Services Team Members are:

- Maintain a successful student scholar and leader record; minimum 2.5 cumulative GPA, in good disciplinary standing and active in student activities
- Demonstrate a love for K-State to be shared with prospective students and their families
- Relate well with students, parents, faculty, and administration and value interactions with diverse populations
- Exhibit responsibility, attention to detail, a positive attitude, confidence, flexibility, team orientation, a high energy level, and strong verbal and written communication skills
- Demonstrate a desire to learn about K-State, its regulations, people, programs, and community

BENEFITS

The benefits of the New Student Services experience include:

- The opportunity to gain significant leadership experience and professional development
- The opportunity to serve as a role model while assisting in the transition and retention of new students
- The opportunity to work with faculty and staff across campus
- The opportunity to work in a diverse environment
New Student Services  
Kansas State University  
Team Member Application

Applicant must be a current student at K-State. Must be able to communicate effectively on the phone, while speaking to large groups, and in one-on-one settings. Strong social skills are required and applicant must be able to meet people easily and adjust quickly to diverse situations. Must be flexible and willing to do many different tasks when assigned. Must be energetic and a team player. Applicant’s available work hours must coordinate with the office work schedule.

If hired, there will be an extensive training session on all aspects of New Student Services operations.

Please submit: Completed application, a one-page resume, and the names, addresses and phone numbers of three references (one on-campus reference is preferred). Also include a copy of your semester course schedule.

Full Name: ___________________________________________ WID: __________________________

Local Address: _________________________________________ Phone: _________________________

City/State/Zip: _________________________________________ E-Mail: _________________________

Permanent Address: ____________________________________ Phone: _________________________

City/State/Zip: _________________________________________

Major/Minors: _________________________________________

Year in School: _______ GPA ______ # Hours Enrolled: _______ Anticipated Grad. Date: _______

# Hours Available to Work per Week: _______ Available Start Date: _______

Position Desired: Tour Guide (daytime) Telecounselor (evening)

Please respond to the following questions in your own handwriting. Please write your answers on a separate sheet of paper.

1. Describe your college decision process. Why did you select K-State?
2. What skills have you acquired through previous volunteer or work experiences that will apply to a position with New Student Services?
3. Describe a time you were in an unfamiliar situation and how you overcame that challenge.
4. Describe your best team experience. What role did you play?
5. What is one challenge the K-State campus community will face in the future?

Return your application, resume and references to:
Kiley Moody, New Student Services, 09 Anderson Hall
785-532-6318