

Assistant Coordinator for Student Activities and Services/K-State HD Coordinator

Education requirements:

Bachelor's degree required. Master's degree in College Student Personnel, Counseling, Higher Education or related area preferred.

Minimum of one year's experience planning events and advising student organizations.

Other requirements:

Ability to develop relationships with multiple departments and organizations on campus, and collaborate on various projects and programs.

Interpersonal skills necessary to deal effectively with a diverse group of people.

General knowledge of personal computers and knowledge of general use office software. Prefer experience in webpage design.

Excellent oral and written communication skills.

Strong organizational skills.

This is a full-time permanent 12 month position in the Office of Student Activities and Services.

General Summary:

Oversees the newly developed K-State HD (Healthy Decisions) Program. K-State Healthy Decisions is an initiative that was started to help enhance the lifestyle of K-State students and their peers. We are attempting to enrich the culture of K-State and further develop an environment where students are supported and can succeed. Through the collaborative efforts made by K-State's student services, organizations, and faculty, K-State students can stay connected to their campus and peers. The mission of K-State HD is to aid students in making healthy decisions in order to be successful while in college and after they graduate from K-State.

Duties and Responsibilities:

Coordinator of K-State HD.

Responsible for implementation of K-State HD Program. The program will officially kick-off the Fall 2008 semester. Will be responsible for implementation of program to include: marketing of program, scheduling of events, training for faculty/staff about the program and how to assist students with needs related to the program, working on and implementing programs and strategies that will aid in the retention of students, particularly in their first and second years at K-State. Will be expected to develop and maintain relationships with the many stakeholders who will work with and help to develop the K-State HD Program. Will work with the K-State HD Student Advisory Board to further develop student initiatives as they relate to K-State HD. Work with K-State Counseling Services in the continued development of the collegelife.com project, part of a SAMSHA Grant project, which will tie into and help build on the K-State HD Program.

Advisor to student organizations.

Advisor to K-State HD Student Advisory Board and Phi Eta Sigma Freshman Honor Society.

Other duties as assigned.

Applications accepted now and until the position is filled. Review of applications to begin May 5, 2008. Position start date: July 1, 2008. Send cover letter, resume and contact information for three references to: Bill Harlan, Office of Student Activities and Services, 809 K-State Union, Kansas State University, Manhattan, KS 66506. Position description available at: www.ksu.edu/osas.

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