



**K-State Good Neighbors
Student Coordinator Position Description
and
Application Process**

The K-State Good Neighbors program is designed to foster and build cooperation between students and non-student residents in Manhattan neighborhoods.

- **The Student Coordinator is a K-State student who serves as a liaison between permanent residents and students and will assist the residents and students with resources, referrals, and event planning.**
- **The Student Coordinator will be responsible for working with students and neighborhood representatives creating neighborhood programs and promoting positive relationships in each neighborhood.**
- **The Student Coordinator will work to foster a spirit of mutual respect and cooperation between students and permanent residents in Manhattan neighborhoods.**

Specific tasks for the Student Coordinator include but are not limited to:

- ❖ **Chairing Good Neighbor Task Force meetings.**
 - **Set meeting dates and times**
 - **Contact all involved parties**

- **Actively recruit more student and permanent resident participants**
- **Work closely with the City of Manhattan**
- **Keep website up-to-date**
- **Update City and Student Governing Association (SGA)**

- ❖ **Creating a working budget for Fall 2008.**
 - **Develop budget for Calendar Year 2009 (Spring and Fall Semesters)**
 - **Work with K-State SGA Governmental Relations Committee to prepare City Project Fund request for CY 2010**

- ❖ **Organizing group of student liaisons for Fall 2008.**
 - **Selection of an assistant Good Neighbors Program Student Coordinator**
 - **Recruitment**
 - **Selection**
 - **Training**

- ❖ **Plan of Action for Fall 2008 and Spring 2009.**
 - **Review of successes/recommend changes necessary**

- ❖ **10-15 hours of work per week.**
 - **2-3 weekly office hours in the Office of Student Activities and Services (OSAS), Student Union**

- **\$1,000/semester stipend**

As the program evolves expectations for the Student Coordinator may also include:

- ❖ **Organizing dialogues between student and non-student residents throughout the Manhattan community, highlighting:**
 - **Exploring stereotypes and common misperceptions**
 - **Encouraging participants o search for common ground**
 - **Work towards increasing tolerance and acceptance**
 - **Foster interdisciplinary learning, personal ethics, problem solving skills, and student activism**
 - **The dialogue series will provide the opportunity for students and non-student residents to open the doors to positive communication and possible brainstorming solutions.**
- ❖ **Distributing a newsletter.**
- ❖ **Increase in work hours and stipend amount.**

Please attach your resume and write a letter of application that answers the following questions:

Why are you interested in this position?

What experience do you have in this area?

What qualities or skills will you bring to this position?

How many hours are you enrolled in for the 2008 Fall Semester?

What is your availability for the 2008 Summer?

Applications are due April 30, 2008 @ 4:00p.m.

Office of Student Activities and Services

K-State Student Union

If you have any questions please contact:

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