Developing Scholars Program
9-month Graduate Assistantship Job Description

August – May

The graduate assistant for the Developing Scholars Program is housed within the Office of Undergraduate Research & Creative Inquiry (OURCI). The graduate assistant shall be a graduate student enrolled in a minimum of 6 hours per semester at Kansas State University. The successful candidate must have an ability to establish rapport with undergraduate students, faculty and staff; must be a self-starter as well as a team player, and have a strong work ethic. A background in leadership, counseling, writing, student development, and demonstrated interest in ensuring that students from underrepresented backgrounds excel as undergraduates is preferred. Professional presentation and attitude is a must. Written and spoken communication skills are necessary. Excellent computer graphics skills and knowledge or desire to learn webpage design is useful. The position requires 20 hours per week for 9 months and provides in-state tuition eligibility and health insurance eligibility. The OURCI is an Equal Opportunity Employer and actively seeks diversity among its employees.

Following is a list of expectations:

- Mentor undergraduates in the Developing Scholars Program (e.g.: help with time management, study strategies, next step preparations)
- Assist students with writing (resumes, personal statements, abstracts, poster design, etc.)
- Assist in planning and implementation of events in collaboration with our team (e.g.: SPARK Week, DSP Symposium)
- Assist in coordination of the Undergraduate Research Ambassadors
- Design and produce PR materials
- Plan workshops and give presentations
- Assist with management of social media accounts
- Other tasks deemed appropriate by director

To learn more about the Developing Scholars Program, visit www.k-state.edu/scholars/ or contact the office at 785-532-5385 or email cortez@k-state.edu.

Applications accepted until position is filled. Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans. Kansas State University actively seeks diversity among its employees. Background check required.
Please print legibly or type.

Name:________________________________________________

Last                   First                   Middle

eID:_______________________ Expected Graduation Date:_______________________

Local Address:

___________________________________________  Permanent Address:

Street

City          Zip Code

Home Phone:______________________  Cell Phone:______________________

Will you be a full-time graduate student (6 hours) at Kansas State University in Fall 2017 and Spring 2018?   Yes_________        No_________

Are you employed anywhere else on campus?   Yes_______  No__________
(If so, where and for how many hours?)

Please include the following in your application packet:

• a letter of interest and qualifications
• a resume
• a letter of recommendation, preferably from faculty
• a copy of your weekly class schedule

Return to:
Anita Cortez
Office of Undergraduate Research & Creative Inquiry
Kansas State University
Wildcat Landing 001
1800 Claflin Road
Manhattan, KS 66502