**Graduate Assistant Position with K-State First, the University’s First-Year Experience Program**

**For the 2024-2025 academic year**

The Graduate Assistant (GA) with K-State First serves as a core member of the K-State First team. Each year, the K-State First program oversees ~50 Learning Assistants - undergraduate peer mentors who are embedded into first-year courses. The key responsibilities for the Graduate Research Assistant with K-State First will be to supervise a group of these Learning Assistants, co-facilitate Learning Assistant training, and continually assess the effectiveness of the Learning Assistant training and professional development program. This GRA also works as an important part of the K-State First team to provide an outstanding first-year experience to new students in our other core functions, such as the K-State First Book common reading program, New Student Convocation, and our recruitment efforts. For more information about K-State First, please visit [www.ksu.edu/first](http://www.ksu.edu/first) or contact us at (785) 532-1501. This is a half-time (20 hours/week) GA for 12 months.

**Assistantship includes:**

* $13.74 per hour for up to 20 hours per week, distributed biweekly up to a total amount of $14289.60
* Eligibility for in-state tuition rates (but not a tuition waiver)
* Health insurance

**Qualifications:**

* Bachelor’s degree
* Enrollment as a current graduate student at Kansas State University
* Strong interest in working with first-year undergraduate students
* Excellent written and spoken communications skills
* Prior experience working as a peer mentor helpful
* Teaching experience helpful
* Fundamental computer skills (including Microsoft Office 365, Outlook, etc.)
* Dependability and initiative
* Ability to be professional and courteous in interactions with students, faculty, staff, families, and alumni
* Ability to work nights and weekends at times, to teach class or attend first-year student events

**Responsibilities:**

* Supervise and provide ongoing feedback to a group of Learning Assistants
* Co-facilitate the Learning Assistant training course alongside the Learning Assistant Coordinator
* Provide ongoing support, training, and guidance to the Learning Assistants
* Support the faculty observation process
* Co-advise Phi Eta Sigma – our first-year honor society
* Represent K-State First at recruitment events
* Assist K-State First during Enrollment
* Potentially teach a first-year course
* Other duties as assigned by the Learning Assistant Coordinator

If you have any questions, please email us at <kstatefirst@ksu.edu>. Kansas State University is an EOE of individuals with disabilities and protected veterans and actively seeks diversity among its employees.