**Student Assistant III-Specialist/Lead with K-State First - Roles and Responsibilities**

The student worker(s) with K-State First serve as core members of the K-State First team. This position provides an important experiential learning opportunity in which undergraduate students develop leadership, communication, and collaboration skills through a program that aims to support students’ academic and social development during their first semester of college. This position also works as an important part of the K-State First team to share stories of our impact and provide an outstanding first-year experience to new students in our other core functions, such as our recruitment and outreach efforts to prospective students and the K-State First Book common reading program. For more information about K-State First, please visit www.ksu.edu/first or contact us at (785) 532-1501. This is a part-time, $9 an hour (10-15 hours/week) paid position, with the possibility of a 0.25 cent raise after each semester worked with K-State First.

Qualifications:

* Enrollment as a current undergraduate 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 or enrollment in a K-State First course helpful
* Fundamental computer skills (including Microsoft Office 365, Outlook, etc.)
* Dependability and initiative
* Ability to be professional and courteous in various in-person and digital interactions with a variety of audiences, including students, faculty, staff, families, and alumni
* Independence and ability to complete tasks both in the K-State First office and remotely, as needed, depending on the project

Social Media and Marketing Specialist Role Responsibilities:

* strengthen the K-State First social media and web presence - including more focused calls-to-action; identifying current students, instructors, and campus partners for “spotlight” posts, including contacting and interviewing them; and writing content for the website
* creation and development of on-demand content, including videos, event reminders, program highlights, and others to promote the program
* coordinate with our Learning Assistants, Learning Assistant Coordinator, and Assistant Director to help add more student perspectives to social media, website, and print content

Recruitment and Outreach Specialist Role Responsibilities:

* represent the program at virtual and in-person recruiting and informational events, including Discover/Preview Days, Admitted Days, and Your Wildcat Welcome events, among others
* meet with students who are interested in K-State to discuss and promote K-State First programs, particularly CAT Communities and First-Year Seminar opportunities
* coordinate with our Learning Assistants, Learning Assistant Coordinator, and Assistant Director to help add more student perspectives to recruitment events

General Responsibilities:

* provide student-focused feedback on large program initiatives, such as New Student Convocation, K-State First Book selections, and other program-wide opportunities
* work with K-State First core team on general projects and daily coverage of office as needed