

Graduate Assistant-Compensation & Organizational Effectiveness

Human Capital Services is seeking a graduate assistant to support the Compensation & Organizational Effectiveness (COE) unit to assist with various requests including position reviews, market data collection and analysis, reclassifications, salary increase requests, and reorganizations. In addition, support will also be provided to the Talent Acquisition unit. This position reports to the Assistant Manager/Sr. Analyst in COE and will begin May 2022.

Position Responsibilities

- Provide stellar customer service to internal and external stakeholders while maintaining strict confidentiality.
- Locate and provide position descriptions and related materials upon department request.
- Research organizational charts and locate data for comparable job descriptions and market salary ranges.
- Maintain COE workflow tracker and appropriate documentation for compensation requests.
- Update the COE website.
- Provide Talent Acquisition Support through the following:
 - Develop and schedule social media content highlighting Kansas State University as an employer of choice along with a variety of career opportunities available at the university.
 - Assist with K-State's pre-employment background check process.
 - Complete tasks in K-State's applicant tracking system and provide support to departments and applicants regarding the application process.

Position Hours and Pay

This position would provide flexibility of 20-30 hours a week at the rate of \$14.00 per hour. The position will be available throughout the 2022 summer. The possibility of a continued appointment throughout the 2022-2023 academic year is dependent upon continued funding and satisfactory work performance.

Qualifications

- Graduate status at Kansas State University.
- Commitment to diversity, equity, and inclusion.
- Excellent written and communication skills.
- Experience with Microsoft Office.
- Understanding of human resources practices and strategy.
- Experience with data analysis.
- Demonstrated ability to handle multiple projects at once and work independently.
- Ability to work with a variety of audiences, including university faculty and staff.

Other Requirements

Applicants must be currently authorized to work in the United States at the time of employment.

How to Apply

Please provide a cover letter describing interest in the position along with resume and three professional references to Jaime Parker at jaimelou@ksu.edu. Applications are accepted until the position is filled.