

## **Graduate Assistant for Student Involvement**

Center for Student Involvement, Kansas State University

The Kansas State University Center for Student Involvement (CSI) inspires community through involvement by providing opportunities for students to connect around similar interests. The CSI is the point of contact for all registered student organizations and helps students get connected to opportunities which complement their individual interests and academic endeavors.

The Graduate Assistant (GA) for Student Involvement will be responsible for leadership development, engagement program management, marketing and communications, and administrative office support.

### **Duties/Responsibilities**

- Develop and facilitate leadership development programming and student organization management resources for registered student organizations
- Co-facilitate Student Leader Network and Advisors' Circle meetings
- Assist with planning, promoting, and implementing CSI events
- Manage and update content on the Resources for Student Organizations website
- Assist in the management of a co-curricular student engagement program
- Lead engagement program correspondence including answering questions and creating mass communication items
- Serve on the co-curricular student engagement program planning and evaluation team
- Assess student adoption, utilization, and progress of the engagement program
- Create & publish weekly newsletter for the Center for Student Involvement
- Manage social media accounts, including Twitter, Instagram, and YouTube
- Create digital & print marketing, including digital displays, handouts, etc...
- Provide administrative support to the CSI, including staffing the front desk, checking email and voicemails, answering the telephone, and scanning and filing documents
- Perform other duties as assigned

### **Expected Learning Outcomes**

- Be able to articulate career readiness skills gained through student involvement experiences.
- Learn and develop communication skills and strategies for engaging students, faculty, staff, and administrators.
- Become experienced in developing collaborative campus partnerships
- Increase proficiency in event planning, execution, and management.
- Obtain an understanding of university structure and priorities
- Expand knowledge and educate student leaders on university resources, services, and support.
- Obtain experience in advocating for programs and services that support students and align with university mission and goals.

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### **Compensation**

12-month position with anticipated work schedule of 20 hrs/week at \$12.39 hourly payrate (Potential annual compensation is \$12,890)

### **To Apply**

Please send a resume, cover letter stating your intended program of study, and 3 references to Sara Heiman, [sjheiman@k-state.edu](mailto:sjheiman@k-state.edu). Preference will be given to applicants who apply by May 15, 2022.

### **Contact Information**

Sara Heiman

Assistant Director for Leadership

Center for Student Involvement

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Manhattan, KS 66506

[www.k-state.edu/studentinvolvement](http://www.k-state.edu/studentinvolvement)

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