

Student Involvement Graduate Assistant II

Center for Student Involvement, Kansas State University

About

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 hiring a graduate assistant to manage the outreach efforts of K-State's co-curricular student engagement program, Cat Trax. Cat Trax serves as a guide to help students make the most of their K-State experience by engaging in four key areas: Student Involvement, Health & Well-being, Career Readiness, and Diversity, Equity, Inclusion and Belonging.

Qualifications

- Acceptance in the Kansas State University Graduate School & enrolled in a minimum of 6hrs/semester
- Ability to work with a diverse group of constituents, including students, partners, and faculty
- Self-motivated, responsible, and dependable
- Excellent written and spoken communication skills, including public speaking
- Experienced in student leadership and development
- Experienced in communication and marketing with college students
- Experienced in event/program and presentation planning
- Interest in working with first-year students to develop a sense of belonging
- Ability to work nights and weekends, to facilitate programs or give presentations
- A background check is required prior to finalizing an offer of employment.

Remuneration and Benefits

Compensation commensurate with experience, starting at \$12.39/hour. The appointment is 20 hours per week for 12 months. Term appointment renewable based on performance. Some evening and weekend work hours are required. The position meets requirements to qualify for in-state tuition rates and health insurance eligibility at Kansas State University.

Duties/Responsibilities

- Assist in the management and facilitation of the Cat Trax program
- Develop and facilitate programming to promote student understanding and utilization of Cat Trax on campus, especially in partnership with campus units, student organizations, and academic classes.
- Lead program communication and marketing efforts
- Create digital & print marketing, including digital displays, social media, handouts, etc...
- Manage Cat Trax online presence, including website, Twitter, Instagram, and YouTube
- Coordinate Cat Trax student ambassador program
- Assist in program assessment practices
- Provide administrative and programmatic support to the CSI
- Support university recruitment and enrollment efforts
- Perform other duties as assigned

How To Apply

Please send a resume, cover letter stating your interests in student involvement/development and intended program of study, and 3 references to Sara Heiman, sjheiman@k-state.edu. Application review will begin March 31, 2023.

For questions, please contact Sara Heiman, Interim Executive Director of the Center for Student Involvement, sjheiman@k-state.edu.