You will find the position descriptions of these assistantships in the following pages. Each page contains information about the role’s responsibilities, the remuneration, and the requirements. If you are attending a visit day on March 7 or March 14, you will not need to apply separately for each assistantship. Simply upload your resume, your cover letter, and your references to the visit day application.

**Assistantship Opportunities:**

- Academic Achievement Center Graduate Assistant
- Academic Coaching Graduate Assistant
- Academic Transition Program Graduate Assistant
- Assistant Coordinator for Departmental Initiatives
- Center for Advocacy, Response, and Education Graduate Assistant
- Career Center Graduate Assistant
- First Scholars Graduate Assistant
- Holtz Hall Tutoring Center Graduate Assistant
- Jardine Apartments - Assistant Community Coordinator
- Kauffman Scholar Graduate Assistant
- K-State Strengthsquest Graduate Assistant
- LGBT Resource Center Graduate Assistant
- Office of Student Life Graduate Assistant
- Powercat Financial Graduate Assistant
- Residence Halls - Assistant Community Coordinator
- Student Access Center Graduate Assistant
- Telecounseling Graduate Assistant in New Student Services
- Union Program Council Graduate Advisor - After Hours
Graduate Student Coordinator
Academic Achievement Center

Job Summary
The Graduate Assistant for the Academic Achievement Center (AAC) is a graduate assistantship within the Division of Student Life. This position is supervised by the Assistant Director of the Academic Achievement Center. This position offers opportunities for involvement in AAC programs and services such as Tutoring, Supplemental Instruction, Academic Coaching, and the AAC Student Ambassadors. Responsibilities for this position will include supervision, administrative skills, professional development, and communication. The Graduate Assistant for the AAC is expected to fulfill all duties listed below in addition to other duties as assigned.

Requirements
Graduate students must be Kansas State University graduate students enrolled in a full course load of at least six credit hours but not more than 12 credit hours per semester. Compensation is for approximately 20 hours per week, with the understanding that there is fluctuation in demand depending on the time of the year and center needs. Some evenings or weekends are required, in addition to some holiday periods.

Remuneration and Benefits
A stipend of $12,890 paid on a bi-weekly basis for a 12-month appointment.

Responsibilities

- **Supervision, Training, and Outreach**
  - Assists AAC Director with ongoing training projects, communicating with AAC Ambassadors and Supplemental Instruction leaders, and brainstorming ways to improve function of AAC
  - Helps to oversee AAC Ambassadors in their mission to make students aware of AAC services through events, advertising, recruiting, campus presentations, and browsing fairs
  - Represents the AAC at various events such as browsing fairs
  - Develops in-person and online office staff training on customer service, office procedures, and confidentiality
  - Plans beneficial on-going training sessions for Supplemental Instruction leaders

- **Administrative**
  - Develops presentations and workshops regarding academic success
  - Presents and facilitates workshops in Student Success Courses or other campus events
  - Assists in planning and overseeing Supplemental Instruction Program
  - Participates in the interviewing and hiring process of new Supplemental Instruction leaders
  - Observes and evaluates Supplemental Instruction leader performance

- **Professional Development**
  - Attends and participates in staff meetings and departmental professional development events
  - Plans and/or coordinates beneficial professional development opportunities
  - Collaborates with Supplemental Instruction leaders to create plans for professional growth

- **Communication**
  - Helps to coordinate schedules for events and meetings
  - Develops and distributes surveys to evaluate staff satisfaction with professional development or team-building opportunities to improve future events
  - Communicates in a timely fashion to e-mails and other correspondence
  - Keeps accurate meeting notes and distributes to appropriate parties

- **Advising**
- Meets with reinstated students to inform of AAC services available to support their academic success
- Assists in advising the AAC Ambassadors, a departmental student organization

**How to Apply**

Please submit the following:

- Cover letter
- Resume or CV
- Contact information for three references
- Background check required
Academic Coaching Graduate Assistantship

Job Summary
The Academic Coaching program at Kansas State is seeking a Graduate Assistant to help coach and monitor students assigned to the Coaching program as they matriculate and transition into their undergraduate experience at K-State. Students in the program are coached in areas of academic preparedness topics and social engagement to facilitate a personalized academic plan of attack.

Requirements
Graduate assistants are required to enforce and abide by all policies set by the department and the university. Graduate assistants must be Kansas State University graduate students enrolled in a full course load of at least six credit hours but not more than 12 credit hours per semester. Compensation is for approximately 20 hours per week, with the understanding that there is a fluctuation in demand depending on the time of year and nature of resident needs. Some nights and weekends are required, in addition to some holiday periods. Any additional employment must be approved in advance.

Remuneration and Benefits
A stipend of $12500 paid on a biweekly basis for a 12-month appointment. In-state tuition status. Professional Development opportunity availability

Responsibilities
- Coach, monitor and track academic performance
- Coordinate and develop academic and social programs for engagement
- Conduct regular one-on-one meetings
- Foster a sense of community
- Connect students to campus support resources
- Compile & summarize semester results and overall comparison of data samples
- Identify students of concern
- Other duties as needed at the direction of the supervisor

How to Apply
- Cover letter stating your intended program of study
- Resume
- Unofficial transcript
- Contact information for three references
- Background check is required and contingent upon hiring
Academic Transition Program Graduate Assistantship

Academic Achievement Center

Job Summary
The Academic Achievement Center is seeking a Graduate Assistant to monitor and coach students in the Academic Transition Program or ATP. The program is designed for domestic multicultural students to connect, foster community and build self-efficacy towards academic progression. Individual academic coaching sessions are offered to help students evaluate and improve their learning styles, study and testing strategies, and time management skills.

Requirements
Graduate assistants are required to enforce and abide by all policies set by the department and the university. Graduate assistants must be Kansas State University graduate students enrolled in a full course load of at least six credit hours but not more than 12 credit hours per semester. Compensation is for approximately 20 hours per week, with the understanding that there is a fluctuation in demand depending on the time of year and nature of resident needs. Some nights and weekends are required, in addition to some holiday periods. Any additional employment must be approved in advance.

Remuneration and Benefits
A stipend of $10000 paid on a biweekly basis for a 9-month appointment. In-state tuition status. Professional Development opportunity availability.

Responsibilities
- Coach, monitor and track academic performance
- Coordinate and develop academic and social programs for engagement
- Conduct regular one-on-one meetings
- Foster a sense of community
- Connect students to campus support resources
- Compile & summarize semester results and overall comparison of data samples
- Identify students of concern
- Other duties as needed at the direction of the supervisor

How to Apply
If interested in any of our graduate assistantships, please submit the following:
- Cover letter stating your intended program of study
- Resume
- Unofficial transcript
- Contact information for three references
- Background check is required and contingent upon hiring
Assistant Coordinator For Departmental Initiatives (ACDI)
Kansas State University Housing & Dining Services

Job Summary
The Assistant Coordinator for Departmental Initiatives (ACDI) is a graduate assistantship within Student Living that is a cross-functional role. This position is co-supervised by and shares responsibilities with the Area Coordinator for Student Development and the Area Coordinator for Student Recruitment and Academic Support. The position offers opportunities for involvement within the department’s four focus areas of enrollment management, leadership, diversity, and academics. Opportunities for this position will include supervision, advising, administrative skills, professional development, and communication. There are four ACDI positions, two of which are programming positions, one position at Smurthwaite Leadership/Scholarship House, and one position at the Honors House. The ACDI is expected to fulfill all duties listed below in addition to other duties as assigned as determined on an annual basis.

Requirements
The ACDI is required to occupy an on-site apartment designated by the department. Graduate assistants are required to enforce and abide by all policies set by the department and the university. Graduate assistants must be Kansas State University graduate students enrolled in a full course load of at least six credit hours but not more than 12 credit hours per semester. Compensation is for approximately 20 hours per week, with the understanding that there is a fluctuation in demand depending on the time of year and nature of resident needs. Some nights and weekends are required, in addition to some holiday periods. Any additional employment must be approved in advance.

Remuneration and Benefits
Waiver of the monthly rent for a furnished apartment during the employment period. Meal plan for self and dependent(s) (excluding break periods). Utilities, internet and basic telephone hookup provided at no cost. Professional development funds. A stipend of $16,500, paid on a biweekly basis for a 12-month appointment.

Responsibilities

Supervision
Participate in recruitment, selection, training, supervision, and evaluation of the Academic Resource Assistants (ARA), Smurthwaite Leadership/Scholarship House RA and Executive Board or Honors House Resident Assistants (RAs)
Attend weekly meetings and student-staff sponsored activities

Advising
Advise student groups such as Housing and Dining Ambassadors, Association of Residence Halls (ARH), National Residence Hall Honorary (NRHH)

Administrative Skills
Develop programs to support the specific needs of underrepresented populations on campus/within the housing system.
Present programs to outside groups on topics relevant to the focus areas
Coordinate “Academic Stars” – an academic recognition program
Coordinate the “Professor of the Year” award process
Assist in the management of student group or house budgets
Participate in on-call rotation for all of campus housing

Professional Development
Attend and participate in all staff meetings, training sessions, and in-service activities
Create and carry out an individual professional development plan
Develop training and personal/professional development experiences

**Communication**
Interact with students on a regular basis and provides information and assistance concerning academic issues, peer conflicts, and personal problems
Meet with prospective students and their families
Conduct presentations for prospective students and families

**How to Apply**
If interested in any of our graduate assistantships, please submit the following:
Cover letter stating your intended program of study
Resume
Unofficial transcript
Contact information for three references
Background check is required

Contact Information
Jessica Jones
K-State Housing and Dining Services
104 Pittman Building
Manhattan, KS 66506
Email: reslife@k-state.edu
Phone: 785-532-7659
Fax: 785-532-0300
Graduate Assistant  
*Kansas State University Career Center*

**Job Summary**  
The Career Center Graduate Assistants help facilitate the career readiness of all students in the K-State community. They help students explore their interests and values, develop their potential through internships and involvement, teach them to tell their story through resumes and interviews, and connect them with employers and opportunities. We offer individual advising, assessments, workshops, career classes, and events that help clients explore majors and careers, develop job search strategies, and make direct links to employers interested in hiring K-State students.

**Requirements**  
The appointment is 20 hours per week for 9 months (summer employment negotiable). Term appointment renewable based on performance. Some evening work hours are required. Those planning to be graduate students at Kansas State University for the 2018-2019 academic year are encouraged to apply. If selected, you must provide evidence of acceptance in the Kansas State University Graduate School and enrollment in a minimum of 6 credit hours per semester. A background check is required prior to finalizing an offer of employment.

**Remuneration and Benefits**  
Salary range: $10,000-$10,500. The position meets requirements to qualify for in-state tuition rates and health insurance eligibility at Kansas State University. Modest professional development budget available.

**Responsibilities**  

**Advising**  
- Provide students with individual assistance in defining career options, facilitating career assessments, job searching, developing application materials and employment skills.
- Advise students through drop-in advising, appointments, and online consultation.

**Programming**  
- Plan and facilitate career related workshops.
- Participate in resume critique sessions.
- Provide presentations to student organizations, classes and living communities.
- Facilitate 1-credit hour career planning class.
- Assist professional staff with special projects: i.e. workshops, career fairs, employer development, mock interviews, and new program development.

**Administrative**  
- Supervise undergraduate student callers to collect post-graduation statistical data.
- Assist in hiring, training, and ongoing development of undergraduate student staff.
- Participate in training sessions, advising meetings, and developmental performance reviews.
- Lead independent projects such as updating program curriculum guides and academic advisor contacts, website updates, or employer follow-up calls.
- Schedule appointments, answer incoming phone calls, and assist walk-in guests.
- Other duties as assigned by the Sr. Assistant Directors.

**How to Apply**  
Applicants should submit a letter of interest, a resume and the names, emails and telephone numbers of three professional references.
Graduate Research Assistant
*Center for Advocacy, Response and Education (CARE)*

**Job Summary**
The Graduate Research Assistant for the Center for Advocacy, Response and Education (CARE) is a graduate assistantship within the Division of Student Life. This position is supervised by the Assistant Director of CARE and offers opportunities for involvement with prevention education and advocacy. Responsibilities for this position will include administrative skills, research, and education programming. The GRA is expected to fulfill all duties listed below in addition to other duties assigned as determined.

**Requirements**
Graduate students are required to enforce and abide by all policies set by the department and the university. Graduate assistants must be Kansas State University graduate students enrolled in a full course load of at least six credit hours. Experience in student services, research, prevention and working with survivors of sexual violence, dating violence, stalking, or harassment is helpful. Compensation is for approximately 20 hours per week, with the understanding that there is a fluctuation in demand depending on the time of year and nature of programming needs. Some nights and weekends are required, in addition to some holiday periods.

**Remuneration and Benefits**
$12,890 for a twelve-month appointment and affords the successful candidate in-state tuition

**Responsibilities**
- Priority focus will be to research evidence-based primary prevention initiatives and programs and help guide the CARE office on how to incorporate this into existing programming
- Additional focus will be to assist in evaluating the effectiveness of CARE educational programming
- Assist in managing CARE’s social media presence
- Create and implement a targeted outreach plan to include student organizations
- Assist in researching, planning, and hosting educational events, speakers, and on-going awareness campaigns
- Update campus and community resource and referral information
- Present educational programs related to sexual and relationship violence
- Assist in maintaining the CARE website
- Create and publish CARE’s annual report

**How to Apply**
If interested in the CARE Graduate Research Assistantship, please submit the following:
Resume
Cover letter stating your intended program of study
Contact information for three references
First Scholars/ Graduate Assistant Position (2018-2019 academic year)
First Scholars Program, Undergraduate Studies, [www.ksu.edu/firstscholars](http://www.ksu.edu/firstscholars)

Job Summary: This person will assist the First Scholars Program in fulfilling the goals to meet the students’ needs, their academic and leadership development as well as their engagement and retention to the University. This position will work closely with several student success partners across the University. This is a part-time (20 hours/week), 12 month position.

Requirements:
- Bachelor’s degree, current graduate student at Kansas State University
- Strong written and oral communication skills; excellent organizational and computer skills
- Capacity to work well with first-generation college students and diverse populations
- Excellent organizational and computer skills; ability to work independently

Remuneration and benefits:
- 12,890, in-state tuition rates (not a tuition waiver)
- Health insurance (please ask for details)

Responsibilities
- Advise and mentor up to 30 undergraduate students
- Implement and oversee a peer mentor system for students participating in First Scholars
- Compile and track First Scholar student performance and progress in online database
- Foster community and student engagement through social media efforts for First Scholars cohorts and other first generation students
- Organize events to help students and staff build a strong sense of community and foster leadership development
- Create and edit a monthly First Scholars parent newsletter
- Help create and maintain systematic connections among First Scholars participants in order to foster knowledge, trust, and friendship
- Schedule and maintain social and events calendars for First Scholar cohorts
- Organize and conduct workshops for students as needed/ assigned
- Help with the promotion First Scholars and first generation college students; attend recruitment events representing the program
- Assist with outreach efforts to prospective students and alumni
- Assist with the implementation of the end of the year reception in April.
- Communicate frequently with supervisor to share student concerns and successes
- Be a reliable, accountable and professional team member
- Perform other duties assigned by the supervisor
- Be available to work some evenings and weekends to engage with students.

How to Apply:
Send letter of application, resume, and contact information of at least three professional references to: Rebeca Paz, rpaz@ksu.edu, Associate Director, Undergraduate Studies, Coordinator, First Scholars Program, Kansas State University, Manhattan, KS 66506. (785) 532-6492

Kansas State University is an EOE of individuals with disabilities and protected veterans and actively seeks diversity among its employees.
**Job Summary**
The Holtz Hall Tutoring Center is a student-funded facility sponsored by the Academic Achievement Center at Kansas State University. The program receives its funding from the Educational Opportunity Fund, which is allocated by the Student Senate from fees included in tuition costs. Receiving tutoring services from the center does not cost students any additional fees. Any Kansas State student is able to utilize tutoring services from the center as long as there is a tutor for the requested subject. If a tutor is not available, the student’s application will be held until one either becomes available or is hired. Each tutoring session is 50 minutes long and consists of one student tutor and one to nine tutees. Students may receive several tutoring sessions for one or more classes per week based upon need and availability.

The Graduate Assistant position at Holtz Hall Tutoring Center is a multi-functioning role that operates under the Academic Achievement Center. This position is supervised by and shares responsibilities with the Holtz Hall Managing Director. This position offers an opportunity for involvement within student affairs, management, leadership and academia. Responsibilities for their position include supervision, advising, administrative skills, professional development and communication. There is one position available located at Holtz Hall Tutoring Center with a 20 hour per week time commitment.

**Requirements**
The Holtz Hall Tutoring Center Graduate Assistant is required to spend 20 hours per week at Holtz Hall Tutoring Center. The Graduate Assistant must enforce proper practices as outlined by Kansas State University such as time tracking and honor code regulations. The Graduate Assistant must be enrolled in a full course load at Kansas State University. The Graduate Assistant must have a well-rounded sense of time management skills. The Graduate Assistant must have at least one year of experience in college level teaching and/or tutoring.

**Remuneration and Benefits**
The graduate assistant position is a 9 month appointment. A salary of $9,890 with benefits sets compensation. The salary is paid in equal bi-weekly increments within the 9 month appointment and issued to the Graduate Assistant through Kansas State University payroll.

**Responsibilities**
Major duties include assisting peer tutors and conducting training programs that guide and assist students and tutors.

The Graduate Assistant responsibilities include:

- Scheduling a time commitment of 20 hours each week
- Apprising the Managing Director of issues, needs, and concerns of office staff, tutors and tutees
- Conducting an orientation with new tutors (including paperwork, explanation of tutor duties and an observation of an experienced tutor)
- Publicizing the Tutoring Center (i.e. organizing and attending scheduled campus wide events each semester)
- Interviewing potential tutors and training them in the roles and goals of the tutoring center
- Working with software products to access tutor schedules and digital signs
- Assisting with constructing evaluation materials
- Conducting surveys for data collection, feedback and issues utilizing tutor evaluation forms and following up on related issues
- Assisting with workflow of the tutoring center
- Researching new tutor training materials and methods
- Special projects as assigned
• Other related duties as assigned by the Managing Director

How to Apply
If interested in the Graduate Assistant position, please submit the following:
• Application which can be found on the Academic Achievement Center online at the Kansas State University website
• Cover letter, indicating your program of study
• Resume
• Three professional references with contact information
• Unofficial Transcript
• A background check is required
Jardine Apartments Assistant Community Coordinator (JA-ACC)
Kansas State University Housing & Dining Services

Job Summary
The Jardine Apartments Assistant Community Coordinator (JA-ACC) is a graduate assistantship within student living. The JA-ACC is supervised by and shares responsibilities with the Jardine Apartments Community Coordinator (JA-CC). The JA-ACC will work with an apartment neighborhood community with a population of approximately 500 students and their families. Opportunities for this position will include supervision, advising, administrative skills, professional development, and communication. The JA-ACC is expected to fulfill all duties listed below in addition to other duties as assigned.

Requirements
The JA-ACC is required to occupy an on-site apartment designated by the department. Graduate assistants are required to enforce and abide by all policies set by the department and the university. Graduate assistants must be Kansas State University graduate students enrolled in a full course load of at least six credit hours but not more than 12 credit hours per semester. Compensation is for approximately 20 hours per week, with the understanding that there is a fluctuation in demand depending on the time of year and nature of resident needs. Some nights and weekends are required, in addition to some holiday periods. Any additional employment must be approved in advance.

Remuneration and Benefits
Waiver of the monthly rent for a furnished apartment during the employment period. Meal plan for self and dependent(s) (excluding break periods). Utilities, internet and basic telephone hookup provided at no cost. Professional development funds. A stipend of $16,500, paid on a biweekly basis for a 12-month appointment.

Responsibilities
Supervision
Supervise resident assistant (RA) staff
Attend weekly meetings and student-staff sponsored activities

Advising
Serves as an advisor to various Jardine committees designed to support Jardine residents’ experiences
Mediate conflict among residents on a roommate, neighbor and neighborhood level

Administrative Skills
Facilitate individual and community development through intentional programming
Work with departmental and university staff through special assignments and departmental/university committees
Maintain confidentiality related to resident and staff issues at all times
Participate in on-call rotation for all of campus housing
Prepare timely reports — status, indoor/outdoor aesthetics, vacancy, etc.
Assist with office procedures such as check-in/checkout processes, applications and agreements
Prepare and assist in scheduling duty and office hours for the community staff
Manage the programming budgets for neighborhood and/or student groups

Professional Development
Attend and participate in all staff meetings, training sessions and in-service activities
Create and carry out an individual professional development plan

Communication
Explain and enforce policies to residents and staff
Communicate the terms of the agreement when communicating with staff, residents and university constituents
Maintain effective and professional verbal and email communication

**How to Apply**
If you are interested in any of our graduate assistantships, please submit the following:
Cover letter stating your intended program of study
Resume
Unofficial transcript
Three references
Background check is required

Contact information
Jessica Jones
K-State Housing and Dining Services
Phone: 785-532-6453
104 Pittman Building
Email: reslife@k-state.edu
Manhattan, KS 66506-6401
Fax: 785-532-0300
Kauffman Scholar Graduate Assistantship  
*Academic Achievement Center of Kansas State University*

**Job Summary**
The Academic Achievement Center is seeking a Graduate Assistant to monitor and coach students in the Kauffman Scholars, Inc. (KSI) program as they matriculate and progress through their undergraduate experience at K-State. The Graduate Assistant will work closely with the Scholars and the Academic Achievement Center on matters of academic and social engagement in order to increase the Scholars' chances for post-secondary success.

**Requirements**
Graduate assistants are required to enforce and abide by all policies set by the department and the university. Graduate assistants must be Kansas State University graduate students enrolled in a full course load of at least six credit hours but not more than 12 credit hours per semester. Compensation is for approximately 20 hours per week, with the understanding that there is a fluctuation in demand depending on the time of year and nature of resident needs. Some nights and weekends are required, in addition to some holiday periods. Any additional employment must be approved in advance.

**Remuneration and Benefits**
A stipend of $10000 paid on a biweekly basis for a 9-month appointment. In-state tuition status. Professional Development opportunity availability

**Responsibilities**
- Coach, monitor and track Scholar progression toward baccalaureate degree
- Serve as primary campus contact for Scholars and KSI administration
- Plan and develop academic and social programs for Scholars
- Conduct regular one-on-one meetings with Scholars
- Plan and coordinate group activities to foster a sense of community among the Scholars
- Compile and submit Scholar status reports to KSI administration
- Connect Scholars to campus support resources
- Ensure that Scholars are in compliance with all KSI and K-State requirements (e.g., FERPA, verification, satisfactory academic progress)

**How to Apply**
If interested in any of our graduate assistantships, please submit the following:
- Cover letter stating your intended program of study
- Resume
- Unofficial transcript
- Contact information for three references
- Background check is required and contingent upon hiring
Graduate Research Assistant for K-State StrengthsQuest
Department of New Student Services

Job Summary
Kansas State University has partnered with Gallup as a strengths-based campus in an effort to increase student retention, engagement, and the overall wellbeing of our students. All incoming freshmen, transfer and international students that attended an orientation and enrollment session have free access to the Clifton StrengthsFinder online assessment. The position is supervised and directed by the StrengthsQuest Program Coordinator.

Requirements
- Must be a Kansas State University graduate student enrolled in a minimum of 6 credit hours but no more than 12 credit hours per semester
- Appointment is 20 hours per week for 9 months
- Some evening and weekend hours are required
- A background check is required.

Compensation and Benefits
- $15 per hour ($600 biweekly)
- In-state tuition rates
- Optional graduate student health insurance

Responsibilities
- Work with program director to develop and execute efforts to advance strengths identification and development among students
- Coordinate, facilitate, assess and track StrengthsQuest training
- Provide logistical support for distribution and management of assessment codes for undergraduate and graduate students
- Maintain social media accounts
- Advise the Strengths Advocates student organization and supervise efforts of student advocates
- Coordinate the StrengthsQuest peer coaching program and supervise efforts of students employed as peer coaches
- Assist with development of special programming and initiatives that involve faculty, staff and other strengths champions across the university
- Coordinate and execute StrengthsQuest facilitations on campus for undergraduate and graduate students

How to Apply
- Cover letter stating intended program of study
- Resume
- Unofficial transcript
- Contact information for 3 references
Graduate Assistantship for the Lesbian, Gay, Bisexual, Transgender (LGBT) Resource Center
LGBT Resource Center – Office of Student Life

Job Summary
In the interest of improving the LGBT and allied student, faculty, staff and community at Kansas State University, the LGBT Resource Center is seeking a Graduate Assistant to the LGBT Resource Center Coordinator. The primary responsibility of this position will be to assist in the development and implementation of programming and services to meet the needs of the campus community.

Requirements
Candidates are to be enrolled in a graduate program at Kansas State University during the 2018-2019 academic year. Candidates must be enrolled in and maintain a minimum of six credit hours per semester. Applicants available for full 9 months preferred.

The candidate must have previous experience in sexuality and gender identity education, outreach and/or advocacy of LGBT issues; experience in event or activity programming, preferably pertaining to a college student population; a commitment to the development of inclusive communities and the appreciation of differences of the campus community; strong communication skills including written communication, public speaking and the production of marketing and public relations materials; and initiative and a sincere interest in assisting student growth and development are essential.

Remuneration and Benefits
Graduate Assistantship stipend to be $9800.00 paid bi-weekly for 9 month appointment beginning August, 2018 and ending May, 2019. Kansas State University Graduate Assistantship benefits eligible.

Responsibilities
• Assist the Resource Center Coordinator in day to day operations.
• Twenty hour per week position, including weekly office hours and student activities responsibilities after office hours (2-3 hours per week).
• Assist in the coordination of programs and services for LGBT education, outreach and advocacy. Candidate must be available on a flexible schedule.
• Maintain office social media accounts.
• Provide information, support, and referrals to LGBT students. Aid in the creation of comprehensive programming to help educate and advocate for sexuality and gender identity issues at the University.
• Assist in the coordination of education, outreach, and advocacy on sexuality and gender identity concerns within the campus community.
• Organize and maintain a speaker’s bureau to speak to classes and at other diversity events on campus.
• Work with Sexuality and Gender Alliance (SAGA), Gender Collective, oSTEM and other sexuality and gender identity related student organizations to ensure continued strength of programs through development of student leaders on campus and in the community.

How to Apply
Candidates must submit a letter of application, resume, and a list of three references to the coordinator listed below. Electronic and hard-copy materials are accepted.

Review of applications will begin February 19, 2018 and will remain open until filled. Submit all materials to:

Dr. Brandon H Haddock
LGBT Student Services Coordinator
Kansas State University lgbt@k-state.edu
Notice of Non-Discrimination
Kansas State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status, in the university's programs and activities as required by applicable laws and regulations. The person designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning the nondiscrimination policy is the university's Title IX Coordinator: the Director of the Office of Institutional Equity, equity@k-state.edu, 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801. Telephone: 785-532-6220 | TTY or TRS: 711. The campus ADA Coordinator is the Director of Employee Relations and Engagement, who may be reached at charlott@k-state.edu or 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801, 785-532-6277 and TTY or TRS 711.
Office of Student Life Graduate Assistant
Kansas State University Office of Student Life

Job Summary:
The graduate research student position is key to providing services to students. With the increased number of students in crisis, it is important to have adequate staff present to meet the needs of students, and this five-tenths position is vital to our office. The graduate research assistant helps us continue to provide high quality services to students.

The GRA in the Office of Student Life can expect to gain experience in Crisis Management, Student Development, FERPA, Problem Solving Strategies, the hierarchy of higher education, and more. We are looking for a motivated candidate willing to maintain daily tasks and gain invaluable experience in student interaction and development. As the GRA becomes more familiar with the Office of Student Life, we will work to provide more experiences in line with the GRA’s interests.

Requirements:
1. Graduate student at Kansas State University, and enrolled in at least six hours per semester.
2. Ph.D. or Masters Student in areas such as College Student Development, Counseling, Psychology, Couples and Family Therapy, or related field.
3. Experience in student services. Research experience helpful.
4. Understanding of the importance of confidentiality and FERPA.
5. Twelve-month appointment, 20 hours per week (five-tenths position).
6. Preference will be given to a candidate who is available to fulfill a two year commitment.

Salary & Benefits:
Approximately $12,890.00 + Optional Insurance Benefits
In-State Tuition Status

Responsibilities:
1. Assist students with academic and personal problems.
2. Assist parents, faculty, and staff with student concerns and make appropriate referrals.
3. Participate in Student Life education and marketing efforts on campus including maintenance of social media platforms.
4. Conduct research and develop reports.
5. Assist with assessment.
6. Assist in committee including Early Assessment and Reporting (EAR), Crisis Management Committee (CMC), & Crisis Intervention Response Team (CIRT).
7. Assist the Deans and Assistant Deans as required.

How to Apply:
Submit Resume & Cover Letter via email to latoyacraft@ksu.edu
LaToya Craft, Administrative Assistant
Office of Student Life
201 Holton Hall
Manhattan, KS 66506-1303
785.532.6432
latoyacraft@ksu.edu
http://www.k-state.edu/studentlife/
Graduate Assistant
Powercat Financial

Job Summary
The Graduate Assistant will work under the supervision and direction of the Director of Powercat Financial and will perform duties listed below and other duties as assigned.

Powercat Financial is a free financial education center located in the student Union for Kansas State students. It is a peer-to-peer program where students in financial-related majors are trained as peer financial counselors to assist fellow students with financial issues such as budgeting, paying for college, managing credit and reviewing job offers both one-on-one and in group settings. In addition, a student organization, called Powercat Financial Student Advisory Board, assists with marketing the center and hosting periodic financial events for students. Please review our website at www.ksu.edu/powercatfinancial to learn more.

The responsibilities will include supervision, advising, administrative skills, teamwork and communication. The position requires a highly motivated, team-oriented individual with strong written communication skills and public speaking ability. Candidates must also have strong organizational skills and attention to detail. Experience and knowledge of personal financial planning topics such as budgeting, credit, employee benefits, student loans etc. is preferred. Additional experience with counseling or advising is helpful.

Requirements
Graduate assistants are required to enforce and abide by all policies set by the department and the university. Graduate assistants must be Kansas State University graduate students enrolled in a full course load of at least six credit hours but not more than 12 credit hours per semester. Compensation is for approximately 20 hours per week for 9 months, with the understanding that there is a fluctuation in demand depending on the time of year and nature of programming needs. Some occasional evenings and weekend hours are required. Any additional employment must be approved in advance. A small amount of travel to recruitment events or presentations may be required. If selected, you must provide evidence of acceptance in the Kansas State University Graduate School and enrollment in a minimum of 6 credit hours per semester. A background check may be required prior to finalizing an offer of employment.

Remuneration and Benefits
Salary range is $10,000 to $11,500 paid on a biweekly basis for a 9-month appointment. Position meets requirements to qualify for in-state tuition rates and health insurance eligibility at Kansas State University.

Responsibilities
Assist Director, other Graduate Assistant(s), Peer Financial Counselors, and PF Student Advisory Board (student organization) members with operations of Powercat Financial as follows:

1. Oversee bi-weekly SAB meetings
2. Assist with tabling activities and oversee SAB Tabling Committee (PF participates in new student orientation and other tabling events)
3. Assist with PF events and oversee SAB Event Planning Committee (see list of events attached)
   a. Reserve spaces and manage food orders for events
4. Assist with and oversee SAB Community Committee to foster group cohesion through social activities and community service projects
5. Assist with and oversee SAB Marketing Committee
   a. Help create and disseminate marketing for PF in general
   b. Display marketing in numerous buildings on campus
   c. Market to fraternities, sororities, other living units and student groups
6. Assist with Salt programming (www.saltmoney.org free tool for students/alumni)
a. Market Salt across campus and to alumni via Alumni Assoc.
b. Host events to promote Salt
c. Stay on top of Salt changes and update SAB
d. Communicate with Salt re. Salt Ambassador training
7. Assist with PF retreat planning held annually in April to welcome new members
8. Coordinate and manage OrgSync portal for SAB
9. Complete and assist with peer counselor training and attend all peer counselor monthly continuing education meetings
10. Meet with and deliver one-on-one, confidential financial counseling to clients/students in person and/or online via Zoom
11. Write and review peer counselors’ follow-up letters to clients
12. Give group financial presentations and seminars to dorm floors, sororities, fraternities, classes, scholarship houses, student organizations, etc.
13. Schedule client sessions as needed via Outlook and KSIS
14. Co-counseling – sit in with peer counselors to step in when needed and for quality control
15. Observation – watching students provide counseling and conduct workshops and events to be sure things are running smoothly and they are meeting the standards of the PF center
16. Assist with oversight of KSOL/Canvas materials and assignments for peer financial counselors
17. Assist with coordinating agendas and training materials for monthly peer financial counselor Continuing Education meetings and SAB meetings
18. Monitor KSIS procedures and review KSIS use & log entries by peer counselors for quality control
19. Oversee and coordinate schedule to update PF blog posts at blogs.k-state.edu/PF
20. Contribute and update social media avenues such as Facebook/Twitter/Instagram—posts and pictures
21. Create new and interactive financial presentations/games via Prezi and PowerPoint
22. Create and update work schedules for peer counselors
23. Contact deans and faculty to present to freshman/orientation classes in each academic college
24. Assist with K-State 360 programming and marketing (see http://www.k-state.edu/powercatfinancial/360/)
25. Update master list of all peer counselors graduating from PF program and stay in touch with previous peer counselors
26. Participate in weekly management team meetings and work with other Graduate Assistant(s), office assistants and Director on other assignments and projects as needed

How to Apply

If interested in a Powercat Financial graduate assistantship, please submit:

Cover letter stating your intended program of study and necessary skills and abilities
Resume
Unofficial transcript
Contact information for three references
Background check is required

All items shall be submitted to:

Jodi Kaus, Director
Powercat Financial
Kansas State University
302 Union
918 N. 17th St.
Manhattan, KS 66506
Graduate Research Assistant
Student Access Center

Job Summary
Student Access Center provides academic accommodations and supportive services to over eight hundred students with documented disabilities. The Graduate Research Assistant in this position will serve as a Program Assistant to arrange and provide academic accommodations and services for students with disabilities. Disabilities may include mobility, visual and hearing, medical conditions, learning disabilities, attention deficit disorder, psychological disabilities, autism spectrum disorder, and traumatic brain injuries.

Requirements
Student must be enrolled in a graduate program at K-State. Preference will be given to graduate students enrolled in the Departments of Special Education, Counseling and Student Affairs, Psychological Sciences, Family Studies and Human Services, Drama Therapy or other related fields. Applicants should have an interest and ability to work with people; experience working with individuals with disabilities preferred.

Remuneration and Benefits
- Salary $8895.00, employment between August 6th and May 17th, renewable each year
- 20 hrs each week (between the hours of 8:00 am and 5:00 pm) scheduled between classes
- In-state tuition
- Medical insurance

Responsibilities
- Meet with prospective and incoming students.
- Work directly with students regarding accommodations, advocacy and study skills.
- Contact instructors and arrange academic accommodations for students.
- Assist with modifying course materials for students.
- Provide support in a testing center.
- Arrange and plan events sponsored by SAC.
- Participate in the routine operations of the office, including record keeping and office coverage.
Graduate Research Assistant for Telecounseling  
*Department of New Student Services*

**Job Summary**  
This position holds responsibility for coordination of the Telecounseling Program for undergraduate student recruitment. The graduate research assistant manages student telecounselors that call prospective students Monday, Tuesday and Thursday evenings, 5 pm to 8 pm, during the academic year. The position also compiles and analyzes calling data to guide program delivery and improvement. The position is supervised and directed by the Associate Director for New Student Services.

**Requirements**  
- Must be a Kansas State University graduate student enrolled in a minimum of 6 credit hours but no more than 12 credit hours per semester  
- Appointment is 20 hours per week for 9 months  
- Evening work hours and some weekend work hours are required  
- A background check is required.

**Compensation and Benefits**  
- $15 per hour ($600 biweekly)  
- In-state tuition rates  
- Optional graduate student health insurance

**Responsibilities**  
- Coach and train student telecounselors to provide excellent customer service and communicate effectively with prospective students  
- Collaborate with New Student Services staff to create and maintain calling scripts  
- Prepare call sheets and event scripts for telephone calls to prospective students  
- Create and distribute prospective student feedback reports to select administrators  
- Conduct and lead pre-calling for various events as requested by New Student Services staff members  
- Collaborate with Admissions Representatives to follow-up with prospective students and/or campus departments as phone calling comments require  
- Assist with selection and training of Welcome Center Ambassadors

**How to Apply**  
- Letter of interest stating intended program of study  
- Resume  
- Unofficial transcript  
- Contact information for 3 references
Graduate Advisor – After Hours
K-State Student Union Program Department/Union Program Council (UPC) office

Job Summary: Students selected for this position will be able to develop and refine skills related to management of a college union and student activities programming by working closely with professional staff and completing meaningful experiences which will complement and enhance their personal, academic and career goals. The position is designed to supplement the student’s academic program and to provide practical experience to better prepare the student for employment in student life/development professions.

Requirements:

Required
Bachelor’s degree
3.0 GPA
Enrollment in at least six credit hours of graduate work
Passing a background check
Ability to work every Friday night during fall and spring semesters

Desired
Enrollment in the Graduate School of Kansas State University in Student Personnel
One-year experience in student life area with preference being in a college union

Preference will be given to those interested in pursuing a career in the college union or activities field.

Remuneration and Benefits: $13.50 per hour for approximately 20 hours per week for up to 720 hours total (Aug.-May). No tuition assistance is provided. Will NOT work at another .5 FTE position on campus along with this position.

Appointment will consist of a nine-month appointment from mid-August to mid-May, and may be renewable either in the Program Department or Building Services for a second nine-month appointment for the same timeframe, contingent upon satisfactory performance and supervisor approval.

Responsibilities: Working approximately 20 hours/week, the Graduate Advisor – After Hours will focus on gaining knowledge and skills in student activities/event planning.

Serves as advisor to and monitors financial condition of After Hours budget.
Responds to inquiries related to activities and services, offering advice about liability and safety issues concerning events.
Works to promote and encourage improved programming efforts.
Gains experience in agent and contract negotiation.
Works evenings and every fall/spring semester Friday night to plan and execute the substance-free, alternative After Hours events (usually offering food, craft, and main event).
Keeps good historical records, including, but not limited to, attendance numbers, evaluations of events, photographs of events, and co-sponsors.
Opportunity to learn or utilize skills such as: goal-setting, problem-solving, decision-making, team-building, oral/written communication, active listening, confidence, appreciation for diversity/inclusion, time management, event planning, conflict management, analysis, technology skills, influencing, marketing/promotion, and delegation.
Attend staff meetings, weekly UPC meetings, retreats, and weekly touch-base meetings.

How to Apply: Please send a cover letter and resume with at least three references (with e-mails AND phone numbers) to:
Beth Bailey  
Assistant Director/Program Manager  
Union Program Council  
Room 054 K-State Student Union  
Manhattan, KS 66505  
785-532-7326 (direct work)  
lebailey@ksu.edu