Academic Achievement Center
Graduate Assistant Job Description

Graduate Assistant
Scholar Services

Job Summary:
The Graduate Assistant for Scholar Services will play a vital role in assisting Scholar Services in fulfilling the goals of several different scholarship programs including, but not limited to: First Scholars, KC Scholars, Kauffman Scholars, Give Back Scholars, and Koch Scholarship programs 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), 9 month position.

Scholar Services is a program of the Academic Achievement Center (AAC). The AAC is situated within the Office of the Vice Provost for Student Success. The Graduate Assistant position is supervised by the Managing Director of Scholar Services.

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
A stipend of $9,890 paid on a bi-weekly basis for a 9-month appointment; In-state tuition rates (not a tuition waiver); Health insurance (please ask for details)

Range of Responsibilities:
- Meet with students to assist with academic planning and preparation, and to provide information and access to resources and services available
- Compile and track student performance and progress to help with retention efforts
- Foster community and student engagement through social media efforts for First Scholars cohorts, and scholarship students
- Organize events to help students and staff build a strong sense of community and foster leadership development such as forming intramural teams
- Compile data and research to inform program decisions and ensure high impact practices are being implemented
- Assist with retreats and be an active participant at retreats
- Coordinate K-State 360 badges for all first-gen students at the University
- Help create and maintain systematic connections among scholarship recipients in order to foster knowledge, trust, and sense of belonging
• Schedule and maintain social and events calendars for First Scholars, first-generation students, and other scholar students
• Organize and conduct workshops for students as needed/assigned
• Help with promotion and marketing of First Scholars and other scholarship programs by attending recruitment events representing the programs
• Assist with outreach efforts to prospective students and alumni
• Assist with planning and coordination of the end of the year reception in April and first-generation student graduation event.
• Assist with websites.
• 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; advising/mentoring responsibilities may be added-as necessary
• Be available to work some evenings and weekends to engage with students.

How to Apply
Complete Division of Student Life On-line Application which will require:
• Cover letter stating your general interest in an assistantship within the Division of Student Life or affiliated offices
• Resume
• Contact information for three references

Kansas State University is an EOE of individuals with disabilities and protected veterans and actively seeks diversity among its employees