Graduate Assistantship in the Graduate School

The Kansas State University Graduate School is accepting applications for a 12-month, 0.5 FTE Graduate Assistant.

Responsibilities of the graduate assistantship include, but are not limited to:

- assisting with and/or coordinating events and initiatives sponsored or co-sponsored by the Graduate School (e.g., graduate student orientation, professional development workshops, and commencement)
- working with the student success coordinator and Graduate School associate dean to coordinate the Summer Undergraduate Research Opportunity Program (SUROP)
- assisting with Graduate Student Council events (e.g., Research and the State; K-State Graduate Research, Arts, and Discovery Forum; Awards and Recognition; and other events or tasks as requested by the leadership team or co-advisors)
- staffing the Graduate School’s reception desk as needed
- assisting with any other activities/events designed to enhance the quality of the graduate experience at K-State—on occasion, this may require working weekends or flexible hours
- conducting or assisting with research for the Graduate School (e.g., survey construction, implementation and completion, data collection, and data analysis)
- processing room reservation requests for the Graduate Student Space on third floor of Eisenhower Hall and assisting with maintaining cleanliness of the space
- scanning student documents and linking to electronic student records
- assisting with marking and communications tasks as needed (e.g., drafting K-State Today announcements and news releases, revisions to the Graduate School website, creating promotional graphics, maintaining Graduate School social media accounts)
- assisting with scheduling campus tours for prospective graduate students and providing tours when Graduate Ambassadors are not available
- other duties as assigned

Required qualifications

- strong verbal and written communication skills
- ability to organize information and prioritize multiple tasks
- ability to work independently and as part of a team
- experience with Microsoft Office programs, especially Word and Excel
- strong attention to detail
- good academic standing

Preferred qualifications

- experience with Qualtrics
- experience using social media
- leadership experience in student or other collaborative-style organizations
- experience with event/program planning
- available for a 2-year appointment

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