Graduate Position - K-State 360

K-State 360 is currently seeking a Graduate Assistant that is interested in being part of a team that seeks to innovate what it means to engage in career ready skills while in undergraduate studies at K-State. This individual must demonstrate excellent teamwork, initiative, creativity, communication, and organizational skills. The GA will be dedicated to the implementation and success of the newly redesigned program: K-State 360. The GA will play a major role in developing how to best utilize and market the updated program on campus. The position will be located in the Center for Student Involvement, in the K-State Student Union.

K-State 360:

K-State 360 is a program designed to help students have a well-rounded experience of co-curricular programs with the ultimate goal of making students stand out to future employers or graduate/professional schools. The program has been on campus for three academic years and in the fall of 2020, it will be relaunching with a new online platform and curriculum. The updated program will have students complete events and activities in seven competencies, complete two high-impact learning experiences, and finish the program through an interview process to reach K-State 360 certification. Programming will be in place to help students in the program know how to use and talk about their experiences with employers to give them a competitive advantage versus peers.

Qualifications:
This ideal candidate will have skills and/or experience in the following:

- Strong written and verbal skills.
- Ability to easily learn multiple technology programs.
- Understanding of marketing, especially social media marketing.
- Public speaking skills.
- Self-starter with evidence of initiative, problem-solver.
- Proactive in addressing the needs of the program.
- Ability to handle multiple tasks at any given time.
- Knowledge of general office procedures.
- Ability to take direction from faculty and students.
- Ability to work directly with students and organizations to track events and progress.
- Ability to work independently daily.
- Flexible work schedule.
- Other duties assigned by the K-State 360 Coordinator.

Salary Range:

9 or 12 month ($10,000 – $12,500)
Conditions of Appointment:

Appointment is 20 hours per week for 9 months. Opportunity exists for a 12 month appointment. Some evening work hours are required. Those planning to be graduate students at Kansas State University for the 2020-2021 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.

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

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