Graduate Assistant Position with K-State First, the University’s First-Year Experience Program
For the 2020-2021 academic year

The Graduate Assistant (GA) with K-State First serves as a core member of the K-State First team. Each year, the K-State First program employs 60 Learning Assistants - undergraduate peer mentors who are embedded into first-year courses. The key responsibilities for the Graduate Assistant with K-State First will be to supervise a group of these Learning Assistants, co-facilitate Learning Assistant training, and continually assess the effectiveness of the Learning Assistant training program. This GA also works as an important part of the K-State First team to provide an outstanding first-year experience to new students in our other core functions, such as the K-State Book Network common reading program, the Guide to Personal Success mentoring program for new students, and our recruitment efforts. For more information about K-State First, please visit www.ksu.edu/first or contact us at (785) 532-1501. This is a half-time (20 hours/week) GA for 12 months and is a student services position, not a (GRA) research position. K-State First is situated within the Office of the Vice Provost for Student Success.

Assistantship includes:
- $12,890 stipend for the year/$1,074 month for 12 months
- Eligibility for in-state tuition rates (but not a tuition waiver)
- Health insurance

Qualifications:
- Bachelor’s degree
- Enrollment as a current graduate student at Kansas State University
- Strong interest in working with first-year undergraduate students
- Excellent written and spoken communications skills
- Prior experience working as a peer mentor helpful
- Fundamental computer skills (including Microsoft Office 365, Outlook, etc.)
- Dependability and initiative
- Ability to be professional and courteous in interactions with students, faculty, staff, families, and alumni
- Ability to work nights and weekends, to teach class or attend first-year student events

Responsibilities:
- Supervise and provide ongoing feedback to a group of Learning Assistants
- Co-teach the peer education training course alongside the Learning Assistant Coordinator
- Provide ongoing support, training, and guidance to the Learning Assistants
- Coordinate the faculty observation process
- Co-advice Phi Eta Sigma – our first-year honor society
- Represent K-State First at recruitment events
- Assist K-State First during Orientation and Enrollment
- Potentially teach a first-year course
- Other duties as assigned by the Learning Assistant Coordinator
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