Job Description:
The Center for Student Success and Professional Services (CSSPS) in the College of Education (COE) is seeking an enthusiastic, detail oriented, and driven graduate student to join our office. The graduate assistant will report to the Assistant Director of Enrollment Management and Institutional Partnerships. This position is available August 2020 for 20 hours weekly/9-month position. Compensation includes bi-weekly salary and eligibility for group health insurance.

Job Work Schedule: Monday - Friday, 10:30 AM – 2:30 PM (subject to change)
Hours Per Week: 20
Wage/Salary: $12,624 (Bi-weekly Rate: approx. $630)
Tuition Assistance: Waiver for up to 10 hours of campus tuition in Fall and Spring semesters

Responsibilities:
The GTA who fills this position will have responsibilities such as:
- Leading campus visits for prospective students. (30%)
- Presenting during recruitment events such as Discover K-State Day and Admitted Wildcat Day. (15%)
- Organizing and managing student ambassadors for recruitment efforts. (15%)
- Use of CRM to maintain updated list of prospective students. (10%)
- Data collection, analysis, and presentation. (10%)
- Managing confidential files. (5%)
- Assist with Advising 101 course as needed. (5%)
- Other duties as assigned (10%)

Required Qualifications:
- Graduate student in good standing enrolled in at least 6 credit hours per semester.
- Public speaking skills.
- Self-driven.
- Ability to manage multiple projects efficiently and effectively.
- Well-organized and detail oriented.
- Available for at least a one-year commitment.

Preferred Qualifications:
- Knowledge and experience in the field of teaching.
- Former or current K-State College of Education student.
- Preference will be given to an education candidate who is available to fulfill a two-year commitment.

Application Instructions:
Submit a resume, three references, and cover letter describing interest and relevant experience to Marcus Kidd (mkidd@ksu.edu). This position will remain open until filled.