

Division of Student Life

GRADUATE ASSISTANT

Kansas State University Career Center

Job Summary

The Career Center Graduate Assistants help facilitate the career readiness of all students in the K-State community. They help students explore their interests and values, develop their potential through internships and involvement, teach them to tell their story through resumes and interviews, and connect them with employers and opportunities. We offer individual advising, assessments, workshops, career classes, and events that help clients explore majors and careers, develop job search strategies, and make direct links to employers interested in hiring K-State students.

Requirements

The appointment is 20 hours per week for 9 months (summer employment negotiable). Term appointment renewable based on performance. Some evening work hours are required. Those planning to be graduate students at Kansas State University for the 2022-2023 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.

Remuneration and Benefits

Salary range: \$10,000-\$10,500. The position meets requirements to qualify for in-state tuition rates and health insurance eligibility at Kansas State University. Modest professional development budget available.

Responsibilities

Advising

- Provide students with individual assistance in defining career options, facilitating career assessments, job searching, developing application materials and employment skills.
- Advise students through drop-in advising, appointments, and online consultation.

Programming

- Plan and facilitate career related workshops.
- Participate in resume critique sessions.
- Provide presentations to student organizations, classes and living communities.

- Facilitate 1-credit hour career planning class.
- Assist professional staff with special projects: i.e. workshops, career fairs, employer development, mock interviews, and new program development.

Administrative

- Supervise undergraduate student callers to collect post-graduation statistical data.
- Assist in hiring, training, and ongoing development of undergraduate student staff.
- Participate in training sessions, advising meetings, and developmental performance reviews.
- Lead independent projects such as updating program curriculum guides and academic advisor contacts, website updates, or employer follow-up calls.
- Schedule appointments, answer incoming phone calls, and assist walk-in guests.
- Other duties as assigned by professional staff.

How to Apply

Applicants should submit a letter of interest, a resume and the names, emails and telephone numbers of three professional references.