

Vice Provost for Student Success
Kansas State Office for the Advancement of Women in Science and Engineering
Graduate Assistant Position

KAWSE, or the K-State Office for the Advancement of Women in Science and Engineering, seeks applications for a Graduate Student who will provide program analysis support for the office. This position reports to the KAWSE Executive Director.

KAWSE Overview: The mission of KAWSE is to enrich the lives of girls and women in science, technology, engineering, and mathematics (STEM) fields. KAWSE was established in 2011 and provides STEM pre-college outreach, undergraduate retention, graduate and postdoctoral fellow support, and faculty support programs. It also collaborates with other university programs serving students from groups historically marginalized in STEM fields. KAWSE is charged with providing activities through our successful GROW, EXCITE, SUCCEED and ADVANCE programs. More information about KAWSE is available at: www.k-state.edu/kawse.

Why KAWSE: KAWSE fosters an office environment that is collaborative and committed to maintaining a work/life balance. We embrace the Principles of Community and work to further advance Kansas State University's diversity and inclusion initiatives.

Position Overview: The primary responsibilities for this position will be to 1) conduct data analysis related to the program effectiveness and 2) support recruitment and retention initiatives.

This position is ideal for an individual interested in program/event coordination and assessment, and can work independently. In this position, you will gain experience in event coordination, data analysis and program evaluation. This includes enhancing skills related to: outreach/education, database management, inclusive leadership, time management, communication and organization.

Time Commitment: The time commitment for this position is 20 hours per week. Some events may require nonstandard work hours. This position is for the 2022-2023 academic year. The possibility of reappointment is based upon continued funding and satisfactory work performance.

Responsibilities:

- Coordinate events and opportunities for undergraduate and graduate students in the SUCCEED program.
- Collect and analyze data related to participant satisfaction and program effectiveness.
- Assist with program assessment initiatives and report findings.
- Maintain participant database for GROW, EXCITE and SUCCEED events.
- Provide support for GROW, EXCITE and ADVANCE events, as needed.
- Communicate regularly with KAWSE staff.
- Other duties as assigned.

Qualifications:

- Graduate status in a department at Kansas State University.
- Desire to foster interest in STEM fields.
- Commitment to diversity, equity, and inclusion.
- Excellent written and communication skills.
- Experience with Microsoft Office and database management.
- Experience with event planning and coordination.
- Experience with data analysis.
- Demonstrated ability to handle multiple projects at once and with limited supervision.
- Ability to work with a variety of audiences, including university faculty and staff.

Other Requirements:

Applicants must be currently authorized to work in the United States at the time of employment.

Renumeration and Benefits: \$10.00/hour

How to Apply: Please submit a cover letter and resume to Amber Bebout at kawse@k-state.edu. In your cover letter, please include the following:

- Why you are interested in the position.
- A summary of your qualifications as they relate to this position.
- A statement of your commitment to diversity, equity, and inclusion.

Contact Information:

Amber Bebout

KAWSE Administrative Assistant

kawse@k-state.edu

All K-State employees must be fully vaccinated against COVID-19 (unless granted an exemption by the university) by December 8, 2021 or their first day of employment, whichever is later, pursuant to the federal executive order for federal contractors. To learn more about this requirement and potential exemptions, please visit K-State's COVID-19 website.