

**About this job:**

The position of the Graduate Research Assistant (GRA) for Non-Traditional and Veteran Student Services falls under the Office of Student Life. The GRA is responsible for the day-to-day operations of the Military Affiliated Resource Center (MARC). Additionally, the GRA reports to the Non-Traditional and Veteran Student Services Coordinator and the Assistant Dean of Student Life.

**Key Responsibilities include:**

- Manage team of veteran students that provide university resources and support services to military-affiliated students
- Generate and manage weekly student work schedules
- Assist in creating and facilitating Orientation & Enrollment briefings to prospective and current students
- Serve as an Ambassador to both the Office of Student Life and Non-Traditional and Veteran Student Services
- Manage and host tabling events throughout campus
- Assist the Dean and Coordinator with hiring, training, and employee on-boarding process
- Conducts research as directed by the NTVSS Coordinator
- Maintain inventory of office supplies and create requisitions/orders as needed

**About K-State Non-Traditional and Veteran Student Services**

A clearinghouse of resources for the veteran, military-affiliated and non-traditional student populations

**Compensation**

Paid, \$11.47/hour; 20 hours/week; 9month contract (mid-Aug 2022 until Graduation, May 2023)

**Employer Preferences**

Minimum GPA: 3.0

Allowed School Years: Masters, Doctorate, graduating May 2023 -May 2024

Preferred Majors: Academic Advising, Family Studies and Human Services, Family & Community Services, Counseling & Student Development, Psychology

**Contact Information**

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