

Graduate Assistant

Developing Scholars Program

Job Summary

The Developing Scholars Program (DSP), housed within the Office of Undergraduate Research & Creative Inquiry (OURCI), offers high-achieving, serious-minded, historically underrepresented and first-generation students research projects in their field of study with faculty mentors. The successful graduate assistant will provide academic, social, and professional support and guidance to DSP participants through one-on-one mentoring, monthly small group meetings, and social activities. The graduate assistant will also help with event planning, social media, and other activities through the OURCI. To learn more about DSP, refer to <http://www.k-state.edu/scholars/>.

Requirements

- Degree-seeking graduate student enrolled in a minimum of 6 hours per semester at Kansas State University
- Able to work with a diverse group of students, including historically underrepresented and first-generation college students
- Self-motivated and a team player
- Proficient in Microsoft Word, Excel, and PowerPoint
- Strong written and spoken communication skills

Remuneration and Benefits

- 9 month position
- 20 hours per week
- Salary: \$9,890
- Provides in-state tuition and health insurance eligibility

Responsibilities

- Serves as an advisor, mentor, and role model to DSP participants
- Provides informational sessions on professional and career development
- Plans and participates in all events associated with DSP, including Induction and Symposium
- Problem-solves with students and monitors academic progress
- Facilitates community service and leadership-building projects
- Designs / assists with program materials (e.g.: brochure, newsletters, reports, abstract booklet, etc.)
- Updates DSP webpage, Facebook, and other social media
- Collaborates with Office of Undergraduate Research and Creative Inquiry staff and occasionally engages in office-related events