

Graduate Research Assistant
Kansas Louis Stokes Alliance for Minority Participation
Pathways to Science, Technology, Engineering or Mathematics (STEM)

The Kansas Louis Stokes Alliance for Minority Participation (KS-LSAMP) Pathways to STEM program is seeking a student employee for the position of **Graduate Research Assistant**. The graduate research assistant will report to KS-LSAMP project administrator and work closely with the other graduate assistants in the Office of Undergraduate Research and Creative Inquiry.

The KS-LSAMP program is housed within the Office of Undergraduate Research and Creative Inquiry and provides enrichment and community building activities, mentorship opportunities and assistance to diverse and historically underrepresented students currently enrolled at Kansas State University as well as students enrolled at five Kansas community colleges who intend to transfer to K-State to complete a bachelor's degree in Science, Technology, Engineering or Mathematics. The five KS-LSAMP partner institutions are Barton Community College, Dodge City Community College, Donnelly College, Garden City Community College, and Seward County Community College/Area Technical School. More information about the program can be found here: <http://www.k-state.edu/lisamp/>

Responsibilities:

Participate in the operation of KS-LSAMP program responsibilities such as:

- assist with the planning and management of KS-LSAMP program activities. This includes:
 - Scholar Program
 - Mentoring program
 - Transfer Student Visit Days (campus visits)
 - Summer research program (RiPS)
- assist with designing program materials (e.g. brochures, posters, booklets etc.)
- take part in updating KS-LSAMP webpage, blog and social media accounts
- attend KS-LSAMP program committee meetings
- regularly update KS-LSAMP student participation database
- perform other duties as assigned by LSAMP administrator

Assist with activities in OURCI including:

- Advising students in the Developing Scholars Program
- Other office-related student-focused events

Occasional evening and weekend work may be required. This position also requires the ability to work and communicate effectively with individuals from diverse groups.

Required Qualifications:

- Good interpersonal skills
- Strong written and spoken communication skills
- Self-sufficient
- Well organized
- Ability to manage multiple projects efficiently and effectively
- Willing to work in a team
- Experience with Microsoft Office programs
- Ability to represent K-State in a professional manner

Preferred Qualifications:

- Experience working with diverse groups of individuals including college students from historically underrepresented populations and first-generation
- Experience working with website maintenance and database management

Job details and benefits

This is 12-month, 0.5 FTE position involves 20 hours of work per week and require the student to be available during summer months to assist with the summer research program. The hourly rate for this position is \$13.49 plus tuition assistance. To be eligible as a graduate assistant, the student must be pursuing graduate studies full-time, with a minimum of six hours of graduate credit in a semester. Appointment will be each year with reappointment based on successful academic performance, favorable performance reviews and continued funding.

Kansas State University is an Equal opportunity/Affirmative Action Employer.