

## **Office of Student Life | 2021 Graduate Assistant Job Description**

### **Title:**

Office of Student Life Graduate Research Assistant

### **Job Summary:**

The graduate research student position is key to providing services to students. With the increased number of students in crisis, it is important to have adequate staff present to meet the needs of students, and this five-tenths position is vital to our office. The graduate research assistant helps us continue to provide high quality services to students.

The GRA in the Office of Student Life can expect to gain experience in Crisis Management, Student Development, FERPA, Problem Solving Strategies, the hierarchy of higher education, and more. We are looking for a motivated candidate willing to maintain daily tasks and gain invaluable experience in student interaction and development. As the GRA becomes more familiar with the Office of Student Life we will work to give the GRA more experience where their interest lie.

### **Requirements:**

1. Graduate student at Kansas State University, and enrolled in at least six hours per semester.
2. Ph.D. or Masters Student in areas such as College Student Development, Counseling, Psychology, Relationship and Family Therapy, or related field.
3. Experience in student services. Research experience helpful.
4. Understanding of the importance of confidentiality and FERPA.
5. Nine-month appointment, 20 hours per week
6. Preference will be given to a candidate who is available to fulfill a two-year commitment.

### **Salary & Benefits:**

Approximately \$9,890 + Insurance yearly  
In-State Tuition Status

### **Responsibilities:**

1. Assist students with academic and personal problems
2. Send absence verifications to faculty regarding student health challenges
3. Assist parents, faculty, and staff with student concerns and make appropriate referrals
4. Conduct research and develop reports
5. Assist with assessment
6. Assist in committee including Early Assessment and Reporting (EAR), & Crisis Intervention Response Team (CIRT).
7. Assist the Deans and Coordinators as required

### **How to Apply:**

Submit Resume, cover letter, and three professional references via email to [lmoody@ksu.edu](mailto:lmoody@ksu.edu)  
Laurel Moody, Assistant Dean  
201 Holton Hall