

Graduate Assistant

The Office of Undergraduate Research and Creative Inquiry

Job Summary

The Office of Undergraduate Research & Creative Inquiry (OURCI) is part of the Office of Student Success and serves an interdisciplinary community. The mission of the office is to serve as a conduit for undergraduate research at Kansas State University and to promote collaborations and awareness across campus and beyond in order to advance the university's visionary plan.

The successful graduate assistant will provide academic, social, and professional support and guidance to student 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 office. To learn more about the **OURCI**: www.k-state.edu/undergradresearch/

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

- Coordinates OURCI ambassadors
- Assist with OURCI grant awards administration
- Collaborate on Undergraduate Research Symposiums, Undergraduate Research Week and other office events
- Promote the office and students through media stories and activities
- Plan and facilitate workshops, lectures and dialogues, community service projects and other efforts among faculty, staff, and students
- Facilitate problem-solving with students and monitors academic progress
- Compile reference files (scholarships, internships, conferences)
- Design program materials (e.g. brochures, newsletters, posters, etc.) and assist with webpage updates and social media
- Other tasks deemed appropriate by the Office of Undergraduate Research and Creative Inquiry directors