

**Graduate Assistant – University Honors Program**

The graduate assistant supporting the University Honors Program (UHP) will assist the faculty and associate directors with programming, recruiting/promotion, and communications. The UHP strives to enrich the undergraduate experience of high-achieving students and prepare them for impactful careers through engaged learning opportunities such as honors course work and co-curricular activities.

**Position Responsibilities:**

- Support UHP recruitment efforts through meeting with prospective students and parents, planning and staffing UHP-specific events, and representing the program at selected University-level programming.
- Develop, launch, and manage a UHP ambassador program to create additional capacity to represent the program on campus and encourage UHP membership. Generate promotional materials, visit campus organizations and classes, and meet with interested students to facilitate its success
- Interact and correspond with current UHP students, answering questions and responding to student needs as appropriate, during regular office hours
- Perform supporting administration functions as needed, including tasks related to the management and processing of student records

**Preferred Qualifications**

- Prior participation in/completion of an undergraduate Honors program
- Undergraduate participant in one or more areas of co-curricular enrichment, such as undergraduate research, study abroad, or work as a teaching assistant or tutor
- Excellent verbal and written communication skills. Comfortable talking with high school students and parents, as well as University students and staff, in both individual and group settings
- Committed to the value of scholarly inquiry. Capable of valuing its diverse forms within a comprehensive, research-intensive, land-grant institution

**Our Commitment:**

- This appointment is a nine month position for the 2022-2023 academic year and renewable for the 2023-2024 academic year contingent upon satisfactory performance.
- The assistantship requires that you maintain full-time status as a graduate student.
- The stipend will be \$12,000 (\$600 biweekly) and require approximately 20 hours of work per week
- In addition, you will receive an allowance of \$8,400 to assist in covering tuition and fees per academic year.
- The University Honors Program, the Staley School of Leadership Studies and Kansas State University provide opportunities to learn and grow in your own leadership capacity.