

Graduate Assistant (GA) for Student Affairs Graduate Programs

The Department of Special Education, Counseling, and Student Affairs in the College of Education is seeking a graduate student, from within the College of Education, to work as a Graduate Assistant (GA) for our student affairs graduate programs [M.S. in College Student Development (CSD) and Ph.D. in Student Affairs in Higher Education] for the Fall 2022 and Spring 2023 semesters.

Responsibilities of this GA position may include but are not limited to:

- Assisting with the Coordinated GA Recruitment process (with campus partners)
- Leading the planning and implementation of new student orientations each semester
- Assisting with other recruitment and retention efforts for the M.S. in CSD and Ph.D. in Student Affairs in Higher Education programs (e.g., informational sessions about the programs, social activities, professional development activities)
- Assisting with the planning and implementation of the annual Chet Peters Lecture
- Assisting with the activities of the Higher Education Student Association (HESA)
- Assisting with data collection and data management for program review and revitalization purposes

The position is 0.50 FTE (20 hours per week), which means the GA will be eligible to participate in the Kansas Board of Regents GTA/GRA/GA health insurance plan. Additionally, the GA will receive the benefit of only paying the resident (rather than non-resident) K-State tuition rate along with a \$1500 scholarship each semester that they work. The GA salary will be discussed with those who are seriously interested in being considered for the position. Any offer that will be made will be contingent on the applicant's ability to provide satisfactory documentation verifying their eligibility to work for K-State in the above-mentioned position; passing the required background check; meeting the requirement for being fully vaccinated against COVID-19 (or obtaining an exemption from the university) prior to your agreed start date; and the completion of other paperwork required to finalize the employment process.

If interested, please send a copy of your resume/vita and a letter in which you share your interest in and ability to fulfill the above responsibilities to Dr. Christy Craft (Professor and Interim Department Chair) via email (ccraft@ksu.edu).