



TRIO Educational Supportive Services (ESS) is looking for committed graduate student to serve as Graduate Assistant (GA) who is interested in helping support and promote the TRIO ESS program to the K-State community.

Graduate assistant will represent the department in a professional manner at events, workshops, and conferences and will be a helpful and professional advocate for the program. The GA will provide assistance on the services and activities of the program as well gain knowledge about other on campus resources for students and staff alike.

Position Name: Educational Supportive Services Graduate Assistant

Availability

- Up to 20 hours per week - Schedule will be based on availability between the hours of 8AM – 9PM, M-F. There will be some weekend too.

Qualifications

- Be currently enrolled in a graduate program at Kansas State University
- Maintain a 3.0 GPA
- Strong interpersonal skills
- Ability to work comfortably with students and staff from diverse backgrounds
- Must be highly self-motivated and have an attention to detail and accuracy
- Knowledgeable about the need for confidentiality regarding student records
- Some research skills
- Know Excel and other research platform.

Job Description

- Assist the Tutor Coordinator in coordinating tutors' and students' sessions.
- Assist the Tutor Coordinator in training tutors, peer ambassadors, and student workers.
- Assist tutoring, if there is a need.
- Assist TRIO ESS Assessment team in program assessment.
- Represents the department in a professional manner at events, workshops, and conferences.
- Provides a student perspective on the services and activities of the program.
- Be a helpful and professional advocate for the program.
- Be knowledgeable about other on campus resources for students and staff alike.
- Assist TRIO ESS staff. Assistance includes, but not limited to, assistance in managing both physical and electronic filing system, updating paperwork, maintaining documents, word processing, performing office clerk duties, running errands ,and coordinating events and programs as necessary

Benefits

- Graduate Assistant benefits provided by K-State/ESS, including a stipend, in-state tuitions, and health insurance.
- Opportunities to present your assessment and research reports.
- Foster meaningful relationships with students and staff at K-State
- Learn the ins and outs of the University and TRIO programs
- Develop and improve organizational skills
- Letters of Recommendation
- Awards and Recognition