

# THE K-STATE STORY

STAFF RECRUITMENT 2023

## DEAR CANDIDATE,

We're glad you are considering a position here at Kansas State University within the Department of Housing and Dining. Recruiting staff is one of the most important things that we do every year to impact our students and their futures. You will find our department to be a place where you will continue to grow into the person and professional that you seek. During the recruitment process we have open and honest communication with you throughout. If you seek additional information please don't hesitate to ask for an update or to seek other information.

Our department is in a dynamic time as we leave the pandemic period and see a bright future ahead for us. We have a new dynamic President who is active in growing the resources for our university and students. We are also in the planning phase for a community of exceptional and focused learners. This community will have several key academic partnerships involved in designing the ideal community for the future of our campus, community, nation and world. Consider joining in on helping design the future space for advancing our society.

As the first land grant university in the country our future is before us. We will also embark on a new strategic plan for our campus this fall and know that all of the state holder voices will be involved.

Thank you for your time, and please know that we care deeply about you and how you might join the K-State family.

Sincerely,



Derek Jackson, Associate Vice President for Student Life and Director of Housing and Dining Services



Derek began his housing career as a hall director while completing his undergraduate and graduate degrees. He then served as an area coordinator at the University of Georgia. Derek came to K-State in 1997 after accepting the position of assistant director for residence life, which he held until 2005 when he was promoted to associate director for administrative services and residence life. In 2011, he assumed the role of director. He also serves as associate vice president of student life for the university, overseeing K-State's Center for Child Development, Counseling Services, Lafene Health Center, Recreational Services and the Student Union. Derek has a bachelor's degree in social sciences from Emporia State University, a master's degree in student counseling and personnel services from K-State, and a doctorate in student affairs in higher education from K-State.

# WELCOME



# STATEMENT OF DIVERSITY

Kansas State University's Department of Housing and Dining Services is dedicated to creating a culture that welcomes and embraces students from all backgrounds. By constructing meaningful dialogues and educational programming within our on-campus communities, we strive to engage students and staff members in the exploration and celebration of identities that align with — as well as differ from — their own. Through our continued efforts, it is our mission to enable students and staff alike to develop greater cultural competence in order to foster communities of justice and inclusive excellence.

## STUDENT LIVING MISSION



We will support students by

**ENGAGING** in collaborative

**RELATIONSHIPS** that

encourage **SCHOLARSHIP**,

community and self-discovery.

By creating intentional

environments of **QUALITY**

and **CARE**, we will enable

students, faculty and staff to

achieve excellence.

# STUDENT LIVING

## THE WILDCAT EXPERIENCE STUDENT DEVELOPMENT MODEL

In order for our students to get the most out of their Wildcat Experience, K-State Housing and Dining Services uses a student development model to facilitate our community-building efforts. This model is designed to apply a wide array of initiatives to build individual connections with all residents. By engaging with the student population, we are able to enhance the Wildcat Experience for our residents. These community building efforts, both active and passive, are informed by intentional interactions that our student staff conduct with their residents. Not only do these interactions allow for events to be hosted that more appropriately meet the needs of each community, but they also ensure we are utilizing resources to best serve those same residents. We are currently updating our model with changes to be implemented in the Fall of 2023

Our current Student Development Model features the following competencies:



# ABOUT US

## KANSAS STATE UNIVERSITY

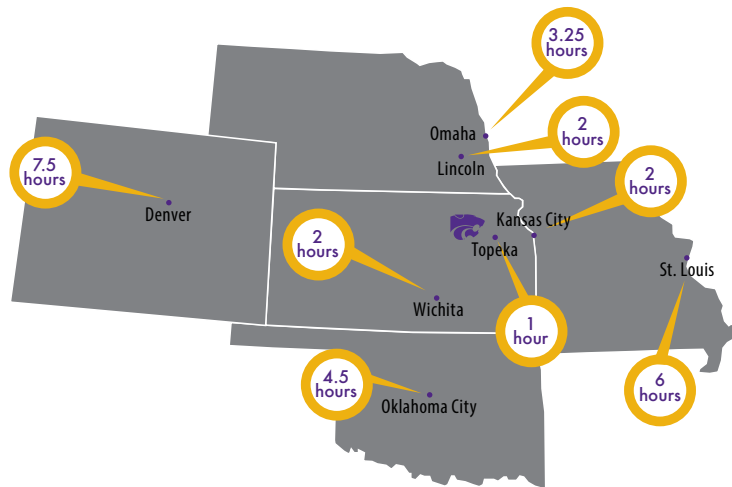
Kansas State University was founded in 1863 as the first land-grant university in the United States. In the decades that followed, K-State grew into a comprehensive university with nationally recognized programs. In fact, in 2017, *The Wall Street Journal* named Kansas State University the No. 12 university in the nation for improving students' critical thinking skills. K-State is a friendly campus, proud of its history and traditions, and offers a lively intellectual and multicultural atmosphere. The Department of Housing and Dining Services is the largest administrative unit in the Division of Student Life.

**9 COLLEGES**  
**AGRICULTURE**  
**ARCHITECTURE,**  
**PLANNING AND DESIGN**  
**ARTS AND SCIENCES**  
**BUSINESS ADMINISTRATION**  
**EDUCATION**  
**ENGINEERING**  
**HUMAN ECOLOGY**  
**TECHNOLOGY AND AVIATION**  
**VETERINARY MEDICINE**



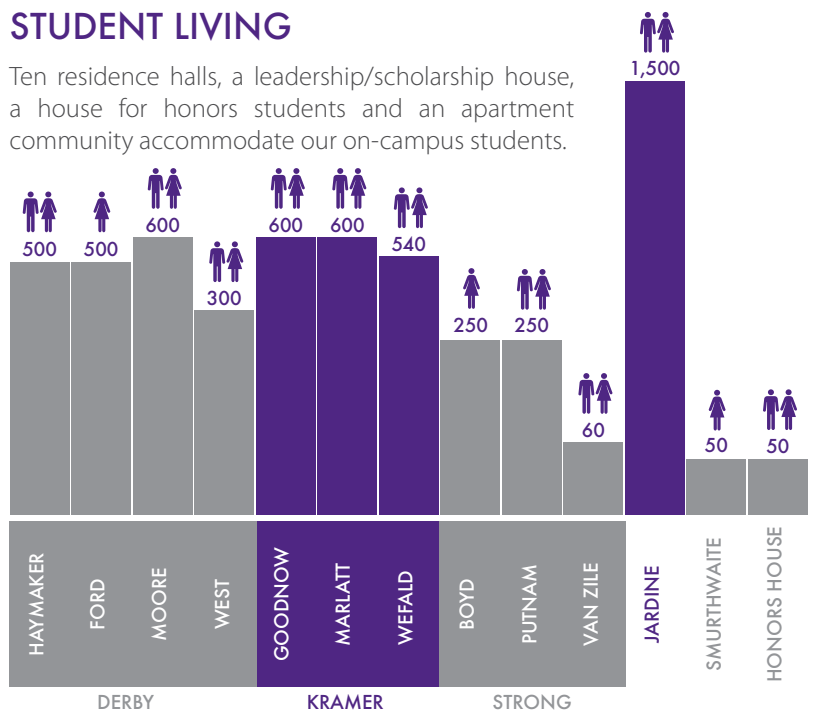
## MANHATTAN, KANSAS

Kansas State University is located in Manhattan, Kansas. In the heart of the scenic Flint Hills region, Manhattan is 120 miles west of Kansas City, and serves a three-county regional area as a leader in education, health care, entertainment, culture and communication.



## STUDENT LIVING

Ten residence halls, a leadership/scholarship house, a house for honors students and an apartment community accommodate our on-campus students.



## DINING SERVICES

K-State Dining Services is one of the only programs in the United States to prepare meals from scratch. Our facilities include two residential dining centers, three sports grills, a bakery, two coffee shops and several convenience stores right here on campus. Whether you need a delicious meal, a late night study snack or a warm chocolate chunk cookie, we've got it covered.

# MANHATTAN

## WELCOME HOME

Manhattan ranks among the best classic college towns in the country—it's big enough to offer opportunities and adventures but small enough to focus on the university.

## FAST FACTS

- Nickname: The Little Apple
- City population: 56,000
- Regional population: 200,000
- Original name: New Boston
- Incorporated in 1857
- Wildcat pride: In the 2020 edition of "The Best 385 Colleges," *The Princeton Review* rated K-State as No. 2 for best quality of life, No. 2 for town-gown relations, No. 2 for best health services, No. 3 for happiest students, No. 3 for students who love their colleges, No. 7 for best-run colleges, No. 7 for best athletic facilities, No. 13 for best career services and No. 16 for best college dorms.



FLINT HILLS

## NEED A BACKSTAGE PASS?

Here's a preview of what you can expect during your time in the Little Apple.

## PLACES

- Shop, dine and explore the cozy streets of Aggieville, a hot spot for students with prime shopping, nightlife, dining and entertainment.
- Visit the vibrant and revitalized downtown and the mall for even more shopping and dining.
- Learn more about the beautiful region around you at the Flint Hills Discovery Center.
- Admire exotic animals at the Sunset Zoo, open seven days a week, 360 days a year.
- Take a trip into the past at the Riley County Historical Museum.
- Relax and enjoy the natural beauty inside the university gardens.
- Check out the creepy crawlies at K-State's insect zoo.

## ARTS & ENTERTAINMENT

- Dance to the smooth sounds of Manhattan's annual Little Apple Music Festival during the month of August.
- Catch an art exhibit or show at the Marianna Kistler Beach Museum of Art and McCain Auditorium on campus.
- Browse the exhibits and enjoy the rides at the Riley County Fair over the summer, and don't forget the Kaw Valley Rodeo!
- Experience the visual and performing art displays at the Manhattan Arts Center.
- Improve your international culinary skills, master swing or salsa moves, scuba dive under water, harmonize your mind and body with yoga, or learn how to Zumba at the UFM Community Learning Center.
- Check the university calendar for other on-campus activities such as sporting events, movies, guest lectures, concerts, art exhibits and more—on any day of the week.

## OUTDOORS & RECREATION

- Hike through Konza Prairie, the largest remaining area of unplowed tallgrass prairie in North America.
- Water ski, fish, hunt, camp or hike at the sprawling Tuttle Creek State Park, one of the Midwest's largest man-made lakes. Go from campus to camping in 10 minutes!
- Skate the ice rink, take a walk, go for a swim or listen to an outdoor concert at City Park in the heart of Manhattan.
- Sunbathe on the rocks at Pillsbury Crossing, a limestone ledge over Deep Creek east of Manhattan.
- Walk, jog or bike city trails, including the Linear Park Trail that circles Manhattan and follows the Kansas and Big Blue rivers.

**Manhattan is known to be one of the friendliest towns in the Midwest. Come spend a little time here!**



# BOREDOM IS NOT AN OPTION



## ALUMNI CENTER

Delve into K-State history through campus artifacts, Royal Purple yearbooks and K-Stater magazines. Be sure to scope out the aquarium filled with purple sea life, and the original 1859 Bluemont College arch in the fireplace.



## THE ARTS

Catch K-State theatre, dance, music or English students in live performances. You can view photography, sculptures, paintings and architectural renderings by K-State students and faculty in galleries throughout campus. Students, locals and visitors enjoy McCain Performance Series events and exhibits at the Marianna Kistler Beach Museum of Art.



## ATHLETICS

Wildcat fans roar for the 16 men's and women's varsity teams that participate in the Big 12 Conference under legendary coaches.



## CALL HALL DAIRY BAR

The campus dairy bar serves student-made ice creams and other dairy products. Students produce more than 20,000 gallons of ice cream each year. Flavors include Purple Pride, Candy Crunch and Apple Dapple.



## COLBERT HILLS GOLF COURSE

A world-class championship course open to the public, Colbert Hills is home to Kansas State University's men's and women's golf teams, a living lab for environmental research and a classroom for students in the golf course management program.



## INSECT ZOO

Check out bugs from around the world in both live and preserved insect displays. The insect zoo features interactive exhibits for the kids with creepy crawlies such as scorpions and tarantulas.



## KANSAS STATE UNIVERSITY GARDENS

This horticultural display garden offers a variety of landscape and ornamental plants in different aesthetic settings. Plant collections include day lilies, irises, roses and more.



## K-STATE LIBRARIES

History buffs can access special collections on subjects such as cookery and military history at Hale Library—the largest and one of the most recognized buildings on campus. Patrons can also attend a concert, film, exhibit or lecture; enjoy the building's architecture; make use of top-notch technology; or ask a librarian for help finding a perfect book or researching your favorite topic.



## K-STATE STUDENT UNION

Known as the campus living room, this facility features dining, shopping, recreation, meeting spaces and much more, including a 90,000-square-foot outdoor plaza. Each week the Union hosts films, concerts, art exhibits and festivals. Bowling and billiards are offered in the recreation center.



## RECREATIONAL SERVICES

Together, the Chester E. Peters Recreation Complex and the Ahearn Natatorium contain great facilities and fitness programs for the entire campus community. Club sports teams compete with other universities in more than 20 sports from baseball to water skiing, and intramurals programs feature competitions in more than 40 sports.

## FLINT HILLS DISCOVERY CENTER



# RESOU

## BLACK FACULTY AND STAFF ALLIANCE

The Black Faculty and Staff Alliance furthers the success of black faculty, staff and students through initiatives such as fundraising, scholarships and conference support. The BFSA has a rich history at Kansas State University. The organization was founded in the early 1980s to provide a voice for the university's African-American faculty and staff. Our goal is to bring together those who have an active interest in promoting racial equality at both K-State and around the globe.

The BFSA also acts in an advisory capacity to the university president on issues affecting its members. We encourage networking by fostering a positive social environment and building alliances with other campus organizations. We welcome those in our campus community who are dedicated to social justice to join our cause through membership.

Learn more at [www.k-state.edu/bfsa/index.html](http://www.k-state.edu/bfsa/index.html).

## ALIANZA

Alianza is a faculty and staff organization that advocates the advancement of Hispanics and Latinos at Kansas State University. Alianza monitors and defends the rights of Hispanics, Latinos and other minority groups. Members meet every month during the academic year to review the inclusiveness of K-State's community and to facilitate career development and professional opportunities for Hispanic and Latino faculty, staff and students.

Cultural heritage in all of its aspects, such as history, art, language and cuisine, is an important component of Alianza's identity and mission. Alianza has at least one social event per semester during the academic year. All Hispanics and Latinos and all those who affirm Alianza's aims are welcome to attend our meetings and to become acquainted with our members.

Alianza's executive committee is composed of a president, vice president, treasurer, secretary, board member at-large and past presidents. Alianza provides advice to the provost and other campus officials on

matters of concern to Hispanics and Latinos for the benefit of the entire university. Interactions with Hispanic and Latino student organizations are frequent.

By sustaining lines of communication with the wider community and with other minority groups, Alianza provides a resource for its members, for other minorities and for all members of the K-State community who seek understanding that transcends cultural boundaries.

Learn more at [www.k-state.edu/alianza](http://www.k-state.edu/alianza).

## INDIGENOUS ALLIANCE

The Indigenous Alliance is K-State's faculty, staff and graduate student affinity group for Native American, First Nations and Indigenous peoples. The organization was created in 2015 to address the need for support, growth and greater visibility of Indigenous people, nations and perspectives on K-State's campus, the state of Kansas, and beyond. This includes incorporating Indigenous knowledges and methodologies into both the academy and campus life. Given that not only K-State — but also every university in the United States — is on Indigenous lands, the recognition that America's history begins and continues through Indigenous contexts is essential. K-State is on the ancestral lands of the Kansa (Kaw people) and Kansas is home to four tribal nations: the Iowa, Kickapoo, Prairie Band Pottawatomie, and Sac and Fox.

Our mission, then, is to create decolonized spaces at the university and increase the presence, promotion and support of Indigenous faculty, staff and students.

Learn more at [www.k-state.edu/indigenous-alliance/about.html](http://www.k-state.edu/indigenous-alliance/about.html).

## WOMEN OF K-STATE

**The initiative** coordinates the efforts for the recruitment, retention and advancement of the women of K-State. **The mission** is to create a structure and support system that helps K-State provide a superlative environment for the growth and advancement of all women.



# RCES

## IDENTITY GROUPS AND SUPPORT SERVICES

The group is represented by a tapestry: The vertical strands represent our different roles on campus such as future students, undergraduate students, graduate students, faculty, staff, administrators, alumnae and friends. The horizontal strands relate to the various groups we belong to such as women of color, single, dual career, with children, with aging relatives, sororities, athletes, military, early career, mid-career, late career and so on.

Together the strands make a tapestry — the Women of K-State.

The strands are not very strong individually, but combined and interwoven to support one another they create a strong network.

Learn more at [www.k-state.edu/women](http://www.k-state.edu/women).

### FLINT HILLS HUMAN RIGHTS PROJECT

FHHRP's mission is to use the political process, education and advocacy to ensure and promote dignity, safety, equality for and the civil and human rights of lesbian, gay, bisexual, transgender, transsexual, intersex and questioning (LGBTTIQ) individuals in Manhattan, the Flint Hills region and the state of Kansas.

FHHRP seeks to promote a society where people of all classes, races, sexual orientations and gender identities can enjoy complete sexual and reproductive freedom and expression, as part of their full enjoyment of life, without fear of harassment, physical harm, or economic or legal penalty.

FHRRP is committed to the principle that access to political, social, cultural, and economic resources is a fundamental right of all, and we work to create sexual, racial, social, cultural and economic equity through grassroots organizing, public education, advocacy, support and research.

Learn more at [www.fhhrp.com](http://www.fhhrp.com).

### LGBTQ\* FACULTY AND STAFF ALLIANCE AT K-STATE

The purpose of LGBTQ\*FSA is to support and advocate for sexuality and gender identity-based issues on the Kansas State University campus.

The LGBT faculty and staff, along with campus allies, seek to encourage and support Kansas State University's efforts in the recruitment, retention, and professional advancement of sexuality and gender identity minority faculty and staff. This includes mentoring of junior faculty/staff, professional development, opportunities for advancement and promotion, and advocating for dual career issues.

LGBTQ\*FSA also advocates for Kansas State University's efforts in the recruitment and retention of diverse sexuality and gender identity minority students by serving as resources and mentors to the students, support of student organizations, and advisement of University recruitment, retention and graduation efforts.

Learn more at [www.k-state.edu/lgbt/faculty\\_staff.html](http://www.k-state.edu/lgbt/faculty_staff.html).

### MENTAL HEALTH SUPPORT

The Department of Housing and Dining Services recognizes that employees sometimes experience personal concerns such as anxiety, stress, marital issues, family conflicts and other relationship difficulties. To assist employees in addressing these issues, HDS has established a partnership with K-State's College of Health and Human Sciences for a Couple and Family Therapy (CFT) intern to provide on-site support for employees and their significant others.

CFT is a professional discipline that focuses not only on an individual, but on his or her multiple relationships, including workplace relationships, marriage, couples and family systems. Services are intended to help employees better handle a personal difficulty that could impact their life, both at a personal and professional level.



# OUR K-STATE

## LEADERSHIP TEAM



**KEVIN COOK**  
**ASSOCIATE DIRECTOR,**  
**DEPARTMENTAL INITIATIVES**  
**HE/HIM/HIS**  
**BACHELOR'S DEGREE**  
 Biology, Southeast Missouri  
 State University  
**MASTER'S DEGREE**  
 Student Affairs Administration in Higher  
 Education, Ball State University  
**DOCTORAL DEGREE**  
 Student Affairs in Higher Education,  
 Kansas State University  
**HOMETOWN**  
 Malden, Missouri  
**WHY K-STATE?** "I was drawn to the genuine nature of the folks I met during my interview process. The staff and students were welcoming, competent and energetic."



**NICK LANDER**  
**ASSOCIATE DIRECTOR,**  
**STUDENT LIVING**  
**HE/HIM/HIS**  
**BACHELOR'S DEGREE**  
 Psychology, Kansas State University  
**MASTER'S DEGREE**  
 Student Affairs Administration in  
 Higher Education, Ball State University  
**DOCTORAL DEGREE**  
 Student Affairs in Higher Education  
 (in progress), Kansas State University  
**HOMETOWN**  
 Arkansas City, Kansas  
**WHY K-STATE?** "K-Staters are engaged and committed to being part of the K-State community. Additionally, my family and I love Manhattan and all it has to offer."



**ALEXANDER TROUT**  
**ASSISTANT DIRECTOR,**  
**RESIDENT SERVICES**  
**HE/HIM/HIS**  
**BACHELOR'S DEGREE** Psychology  
 and Music, Loyola University Chicago  
**MASTER'S DEGREE** Counseling  
 and Human Resource Development:  
 College Counseling,  
 South Dakota State University  
**DOCTORAL DEGREE** Counselor  
 Education and Supervision (in  
 progress), Kansas State University  
**HOMETOWN** St. Louis, Missouri  
**WHY K-STATE?** "K-State provides  
 a flexible working environment  
 which is committed to its employees  
 professional and personal success."





**JESS HEMMER**  
**ASSISTANT DIRECTOR,**  
**APARTMENT LIVING**  
**SHE/HER/HERS**  
**BACHELOR'S DEGREE**

Public Health, Saint Louis University  
**MASTER'S DEGREE**  
 College Student Personnel,  
 Western Illinois University  
**HOMETOWN**  
 Pomona, Missouri

**WHY K-STATE?**

"The easy going people I get to work with! K-State has a culture where the students are truly at the center and it's awesome to be a part of!"



**BRYAN HINNEN**  
**ASSISTANT DIRECTOR,**  
**RESIDENCE LIFE AND**  
**LEADERSHIP PROGRAMS**  
**HE/HIM/HIS**  
**BACHELOR'S DEGREE**

Hotel Administration, University of  
 Nevada, Las Vegas  
**MASTER'S DEGREE**  
 Educational Leadership, Oklahoma  
 State University  
**HOMETOWN**  
 Andover, Kansas

**WHY K-STATE?**

"K-State is where my student affairs journey began as an RA of Harbin Hall on the Salina Campus. I am beyond excited to come home and be a part of the K-State Family once again!"



**TYRONE CARTER**  
**ASSISTANT DIRECTOR,**  
**RESIDENCE LIFE AND EQUITY**  
**AND INCLUSION**  
**HE/HIM/HIS**  
**BACHELOR'S DEGREE**

Human Services Management,  
 University of Phoenix  
**MASTER'S DEGREE**  
 Business Management, University of  
 Phoenix  
**DOCTORAL DEGREE**  
 Leadership Communication (in  
 progress), Kansas State University  
**HOMETOWN**  
 Los Angeles, California

**WHY K-STATE?**

"I came to K-State for the opportunity of growth and to help students complete undergraduate degree all the way up to and beyond graduate school."



# iTEAM



**WHITNEY PENN**  
ASSISTANT DIRECTOR OF  
ACADEMIC AND STUDENT  
PROGRAMS

**SHE/HER/HERS**

**BACHELOR'S DEGREE**

Business Administration, Psychology,  
& Languages, Literature & Culture,  
Colorado State University

**MASTER'S DEGREE**

Higher Education, Pennsylvania State  
University

**HOMETOWN**

Lakewood, Colorado

**WHY K-STATE?** "K-State is a university  
that truly values and focuses  
on caring and supporting each  
individual student on its campus.  
The community is collaborative and  
willing to help other departments  
and individuals on campus to be  
successful and to thrive."



**CHRISTINE HITT**  
ASSISTANT COORDINATOR,  
DEPARTMENTAL INITIATIVES-  
SMURTHWAITE

**SHE/HER/HERS**

**BACHELOR'S DEGREE**

Education Studies, Kansas State  
University

**MASTER'S DEGREE**

College Student Development

**HOMETOWN**

Palm City, Florida

**WHY K-STATE?**

"It was a seemingly hard search,  
but, Manhattan was everything I  
was looking for. I love the way that  
intentionality and care are always  
emphasized not only to our students  
but to other faculty and staff."



**JACOB PORTER**  
ASSISTANT COORDINATOR,  
DEPARTMENTAL INITIATIVES-  
HONORS HOUSE

**HE/HIM/HIS**

**BACHELOR'S DEGREE**

Information Technology, Indiana State  
University

**MASTER'S DEGREE**

College Student Development  
(in progress), Kansas State University

**HOMETOWN**

Pendleton, Indiana

**WHY K-STATE?**

"Kansas State had a very welcoming  
atmosphere. They were very  
straightforward and accommodating  
when it came to on-campus interviews  
and what the timeline looked like."

## DERBY TEAM



**LAUREN ROCKHOLD**  
COMMUNITY COORDINATOR, FORD HALL

**SHE/HER/HERS**

**BACHELOR'S DEGREE** Communication Studies, Kansas State University

**MASTER'S DEGREE** College Student Development, Kansas State University

**HOMETOWN** Uniontown, Kansas

**WHY K-STATE?** "I continue to come back to K-State because of the people that display true, genuine care  
for myself as a holistic person. I feel grateful to be surrounded by a supportive community that allows me  
to be my true self and see the value I bring to the team.."



**RUBY SELVAGE**  
ASSISTANT COMMUNITY COORDINATOR, FORD HALL

**SHE/HER/HERS**

**BACHELOR'S DEGREE**

Psychology and Social Work, Northern Arizona University

**MASTER'S DEGREE**

Counseling and Student Development  
(in progress), Kansas State University

**HOMETOWN**

Los Alamos, New Mexico

**WHY K-STATE?**

"I chose K-State because of how cared for I felt during the interview process and the connection I felt to  
K-State's mission and goal to make students feel at home."

# DERBY TEAM (CONTINUED)



**JORDAN WOLF**  
**COMMUNITY COORDINATOR, MOORE HALL, WEST HALL**  
**BACHELOR'S DEGREE** Human Resources Management, Missouri State University  
**MASTER'S DEGREE** College Student Development, Kansas State University  
**HOMETOWN** Kearney, Missouri  
**WHY K-STATE?** "I keep coming back to work for Housing & Dining at K-State because I trust our department to prioritize students' wellbeing and invest in our staff. At K-State, I'm encouraged to be my authentic self."



**TROY STAMBAUGH**  
**ASSISTANT COMMUNITY COORDINATOR, WEST HALL**  
**HE/HIM/ HIS**  
**BACHELOR'S DEGREE** Kinesiology, Kansas State University  
**MASTER'S DEGREE** Counseling and Student Development (in progress), Kansas State University  
**HOMETOWN** Lapeer, Michigan  
**WHY K-STATE?** "The campus has a home like feel which really pulled me in. You can see the love the community has of the university."



**LIV ABELL**  
**ASSISTANT COMMUNITY COORDINATOR, MOORE HALL**  
**SHE/HER/HERS**  
**BACHELOR'S DEGREE** Vocal Music Education, University of Central Oklahoma  
**MASTER'S DEGREE** College Student Development (in progress), Kansas State University  
**HOMETOWN** Norman, Oklahoma  
**WHY K-STATE?** "Kansas State University felt a lot more comfortable of a choice for me. The people here are approachable and willing to lend a helping hand when needed. The feeling of family is definitely present here!"



**AISHA LEE**  
**COMMUNITY COORDINATOR, HAYMAKER HALL**  
**SHE/HER/HERS**  
**BACHELOR'S DEGREE** Child, Youth and Family Studies, University of Nebraska-Lincoln  
**MASTER'S DEGREE** College Student Development, Kansas State University  
**DOCTORAL DEGREE** Curriculum and Instruction (in progress), Kansas State University  
**HOMETOWN** Grand Island, Nebraska  
**WHY K-STATE?** "K-State is one of the most student centered experiences I have worked in throughout my time in Higher Education. This department has supported me through very challenging personal times and I will forever call this place my home for that support. "



**QUAID ANTHONY** **ASSISTANT COMMUNITY COORDINATOR, HAYMAKER HALL**  
**BACHELOR'S DEGREE** Mathematics, Peru State College  
**MASTER'S DEGREE** College Student Development (in progress), Kansas State University  
**HOMETOWN** Lincoln, Nebraska  
**WHY K-STATE?** "I chose K-State to get an experience different from what I was used to and expand my knowledge of larger universities and to continue my education in the great program they have."



# KRAMER COMMUNITY



**MEG JOHNSON**  
COMMUNITY COORDINATOR,  
WEFALD HALL  
SHE/HER/HERS  
**BACHELOR'S DEGREE**  
Recreation, Parks and Tourism  
Administration, Western Illinois University  
**MASTER'S DEGREE**  
Higher Education/Student Personnel,  
University of Mississippi  
**HOMETOWN**  
Oquawka, Illinois  
**WHY K-STATE?**

"I loved the care that was demonstrated to me during my search and how the people here made me feel. K-State has allowed me to pursue areas of passion while also pushing me to grow in my current position."



**CAITLYN WETSTEIN**  
ASSISTANT COMMUNITY  
COORDINATOR, WEFALD HALL  
SHE/HER/HERS  
**BACHELOR'S DEGREE**  
Communication Studies, Ball State  
University  
**MASTER'S DEGREE**  
Communication Studies (in progress),  
Kansas State University  
**HOMETOWN**  
Defiance, Ohio  
**WHY K-STATE?**

"The main selling point of K-State is the people. I did not know everyone while I was interviewing, but they went above and beyond to showcase that they care about you as a human. As well, the department is always a vibe and when people gather there is laughter."



**TYLER BURNS**  
COMMUNITY COORDINATOR,  
GOODNOW HALL  
HE/HIM/HIS  
**BACHELOR'S DEGREE**  
Social Sciences, Kansas State University  
**MASTER'S DEGREE**  
Communication Studies,  
Kansas State University  
**HOMETOWN**  
Wichita, Kansas  
**WHY K-STATE?**

"I chose K-State because of the community I built here in my Undergraduate. The Manhattan community makes me feel comfortable and I know I have people who love me and care about my best interest."





**JULIE KEHR**  
**ASSISTANT COMMUNITY**  
**COORDINATOR, GOODNOW HALL**  
**SHE/HER/HERS**  
**BACHELOR'S DEGREE**

Arts, Grand Valley State University

**MASTER'S DEGREE**

Drama Therapy (in progress),  
 Kansas State University

**HOMETOWN**

Grand Rapids, Michigan

**WHY K-STATE?**

"K-State has one of 5 drama therapy programs in North America. In looking at graduate programs, I was impressed with the practical experience, accessibility, and hands-on style of K-State's program. K-State offers opportunities for assistantships and positions, which assist students financially."

**ALLI COLEMAN**  
**COMMUNITY COORDINATOR,**  
**MARLATT HALL**  
**SHE/HER/HERS**  
**BACHELOR'S DEGREE**

Health Science, Ball State University

**MASTER'S DEGREE**

Counselor Education: Student Affairs,  
 Clemson University

**HOMETOWN**

Zionsville, Indiana

**WHY K-STATE?**

"I was blown away by the immediate connection and community I felt when I visited K-State and knew I wanted to be a part of it."

TPE

**ANNA WHITE**  
**ASSISTANT COMMUNITY**  
**COORDINATOR, MARLATT HALL**  
**SHE/HER/HERS**  
**BACHELOR'S DEGREE**

Interdisciplinary Studies, Valdosta State  
 University

**MASTER'S DEGREE**

College Student Development (in  
 progress), Kansas State University

**HOMETOWN**

Valdosta, Georgia

**WHY K-STATE?**

"I was drawn in with the family style community the staff had."

# JARDINE COMMUNITY



**ALEX SHARP**  
COMMUNITY COORDINATOR,  
HILLCREST GARDEN

HE/HIM/HIS

**BACHELOR'S DEGREE**

History, Arkansas Tech University

**MASTER'S DEGREE**

Student Affairs Administration,  
Arkansas Tech University

**HOMETOWN**

Charleston, Arkansas

**WHY K-STATE?**

"I loved the laid back and friendly atmosphere that K-State provided when I was searching for jobs. Like a puzzle coming together, it felt like where I belonged."



**SABRINA KAMINSKI**  
ASSISTANT COMMUNITY  
COORDINATOR, HILLCREST  
GARDEN

SHE/HER/HERS

**BACHELOR'S DEGREE**

Psychology, Northern Michigan  
University

**MASTER'S DEGREE**

College Student Development, Kansas  
State University (In Process)

**HOMETOWN**

Rochester, Michigan

**WHY K-STATE?**

"The main factor why I choose K-State was because of the people I met during my interview process. I felt comfortable even during interviewing to be my authentic self and show my humor!"



**LEAH LACKEY**  
COMMUNITY COORDINATOR,  
LAKESIDE PLAZA

SHE/HER/HERS

**BACHELOR'S DEGREE**

History, Truman State University

**MASTER'S DEGREE**

Education, Truman State University

**HOMETOWN**

Lee's Summit, Missouri

**WHY K-STATE?**

"K-State definitely has a family feel that makes the working environment positive and communally centered."



**SARAH FRUTH**  
ASSISTANT COMMUNITY  
COORDINATOR, LAKESIDE  
PLAZA

SHE/HER/HERS

**BACHELOR'S DEGREE**

Education, Kansas State University

**MASTER'S DEGREE**

Counseling and Student Development,  
Kansas State University (In Process)

**HOMETOWN**

Noblesville, Indiana

**WHY K-STATE?**

"I chose to go to K-State for my bachelors' because I loved the feel of campus. Students were engaged with their community, campus relationships, and classes. Manhattan has a small town feel but access to big town activities."









## OFFICE SUPPORT



### JESSICA JONES

ADMINISTRATIVE ASSISTANT FOR RESIDENCE LIFE  
**BACHELOR'S DEGREE**

Elementary Education: Creative Arts emphasis, University of Wyoming

#### **MASTER'S DEGREE**

Library and Information Studies: School Library Media focus, University of Oklahoma

#### **HOMETOWN**

Casper, Wyoming

#### **WHY K-STATE?**

"I came because my family has always been Wildcats. I stay because I enjoy the variety of work I get to do with so many wonderful, caring people."



### MARY REICHERT

OFFICE SPECIALIST FOR JARDINE APARTMENTS  
**BACHELOR'S DEGREE**

Accounting, Phoenix University

#### **HOMETOWN**

Minneapolis, Minnesota

#### **WHY K-STATE?**

"I enjoy the diversity of the students and staff. There are multiple opportunities for personal growth as a staff member."





# TELL YOUR K-STATE STORY SAY?

# JOB DESCRIPTION

## PROFESSIONAL COMMUNITY COORDINATOR KANSAS STATE UNIVERSITY HOUSING AND DINING SERVICES ONE OR MORE VACANCIES

### JOB SUMMARY

The Community Coordinator (CC) provides leadership and supervision for a multicultural population of 250 to 650 students within the residence halls or the Jardine Apartments. The coordinator's primary function is to direct and oversee the operations of residential communities. This position may involve the staffing and supervision of 6-18 resident assistants or residential learning assistants and 0-2 graduate assistant coordinators. The CC provides leadership within their community for student conduct proceedings and student success and retention initiatives. Duties include student development, training, advising student groups, facilities management, professional development, administrative and managerial responsibilities. The CC assesses, contributes to and oversees the implementation and enhancement of student learning outside the classroom through programmatic opportunities. Additionally, the CC engages in and facilitates conversations around equity and inclusion with student staff and peers.

### QUALIFICATIONS

- Master's degree in student personnel or related area.
- Experience working with on-campus housing.
- Experience with community living, leadership development, programming, and teaching or training.
- Skills in selecting, supervising and training student staff.
- Advising student groups.
- Ability to work in a multicultural environment.
- Ability to interact with a diverse staff.
- Excellent oral and written communication skills.
- Familiarity with student housing operations.
- Good time management skills and the ability to work with interruptions.

### REMUNERATION AND BENEFITS

The Community Coordinator is a 12-month, full-time, live-in, benefits eligible unclassified position. Benefits include a full meal plan, retirement plan, paid leave time, tuition assistance, and health, dental and life insurance. In addition, this position offers \$1,400 for professional development opportunities. Learn more at [www.k-state.edu/hcs/benefits/overview](http://www.k-state.edu/hcs/benefits/overview).

**Pay Range:** \$40,000 is the pay for this position.

*Coordinators are currently classified as non-exempt hourly employees and can receive overtime pay, but the position is under review to become salaried.*

### HOW TO APPLY

If you are interested in becoming a Community Coordinator, apply online at [careers.k-state.edu/cw/en-us/job/508841/community-coordinator](http://careers.k-state.edu/cw/en-us/job/508841/community-coordinator).

Background check is required.

### RESPONSIBILITIES

Maintain positive, harmonious relationships with university, community, campus leadership, students, faculty, staff, parents and guests.

#### STUDENT DEVELOPMENT

- Participate in the recruitment, selection, training, supervision, and evaluation of graduate and paraprofessional staff in community.
- Interact with students on a regular basis, providing information and assistance concerning academic issues, peer conflicts, personal problems, etc.
- Collaborate with the Departmental Initiatives Team and academic colleges to ensure that residents' academic needs are being met.
- Provide resources and support to the Resident Assistants for activities, educational opportunities and programs in the community.
- Serve as a conduct administrator and adjudicate student conduct cases that occur within on-campus housing.
- Opportunity to advise and train the community governing boards; attend weekly meetings and sponsored activities.
- Opportunity to assist with management of CAT communities (living-learning communities in the residence halls).

#### ADMINISTRATIVE/MANAGERIAL

- Compile various reports, maintain records, and oversee check-ins, checkouts and room changes.
- Manage Community Coordinator program account and community social and educational funds.
- Perform summer duties including those for summer school and special projects.
- Prepare for break housing and coordinate building openings, closings and transitions.
- Maintain key inventory, including ordering replacement keys and issuing and receiving keys.
- Assist in the oversight of maintenance within communities in cooperation with Facilities.
- Participate in the departmental 24/7 on-call duty and emergency response system for on campus community.



# CONSIDERATIONS

## DEFINITION OF TERMS

- **Working Hours (40 Hours for full time)** are from 9 a.m. to 3 p.m. Monday through Thursday, and 9 a.m. to noon on Friday. Thirteen additional flex hours are to be served at your discretion, but need to include staff and Hall Council meetings.
- **On Call** is campus-wide coverage with two senior staff (either grad or full time); one as primary and one as secondary, covering the residence halls and Jardine.
- **Overtime** is time worked beyond the “working hours” for a senior staff member, approved by their supervisor in advance for special events situations (see section below).

## COMMUNITY COORDINATOR STAFF

- CCs will be expected to have scheduled office time during working hours (see above) with an hour blocked for lunch, resulting in 27 set hours a week. Meetings may be scheduled during these hours — they will just be the set and common hours for all staff.
- Staff will then be expected to have 13 hours of flex time that they schedule in the following ways:
  1. They may add the hours in the morning or afternoon as fits their schedule preference (i.e., 8 a.m. to 4 p.m. or 9 a.m. to 5 p.m., etc.).
  2. They will use the hours for evening and weekend commitments. This includes any staff meetings (including prep time before the meeting and any follow up with staff after the formal meeting), HGB meetings and events, community assistant meetings, hall programs, attendance at floor meetings, or other expected business that occurs outside of 8 a.m. to 5 p.m. work hours. This may include scheduling evening office hours if staff wish.

3. If a staff member does not have evening commitments that amount to 13 hours, they will be expected to supplement their office hours for the week.
- CCs are expected to work 40 hours each week. Hours may not be banked for future weeks.
  - If CC anticipates needing more than 13 hours of work in the evenings or weekend in a week, they should consult with their supervisor prior to the week in question to arrange a change in work hours to accommodate for increased hours in the evening.

## SPECIAL EVENTS AND OVERTIME CONSIDERATION

- Certain events and time frames requiring extra time outside of the standard work week will be reviewed to ensure balance of staff’s time.
- These events and time frames may include, but are not limited to:
  - Opening and closing of residence halls
  - Check-ins and checkouts of Jardine Apartments
  - Student leadership retreats
  - Orientation and recruitment events
  - Staff hiring and recruiting
  - Conference travel and professional development
  - Staff training events

## PARTICIPATION IN CAMPUS COMMITTEE AND VOLUNTEER EVENTS

- While collaborating with campus partners on campus is important, participation in campus committees and volunteer events are not required as part of the scope of the position and will need to be discussed and approved by supervisors. Consideration will be given to the amount of time that each commitment will require.
- Participation in campus committees and opportunities aligned with job expectations will count toward your normal work week. For example, if you are asked to serve on a campus hiring committee or advisory committee, that would count as part of your work week.

# CONSIDERATIONS

## ADDITIONAL CONSIDERATIONS

- Teaching appointments that receive additional pay or compensation are not included for HDS working hours.
- Teaching internal HDS courses will be included as part of HDS working hours.
- Cross-university hiring committees will be included with supervisor approval, as mentioned above.
- Coordinators are issued a cell phone for work usage in place of office landlines. Since the cell phone is the primary method of internal and external communication in relation to your role, each phone is equipped with an unlimited data plan.

## PROFESSIONAL DEVELOPMENT

Coordinators receive professional development funds. Opportunities both in and out of the department include chairing and serving on committees, teaching opportunities, supervising graduate students and regional/national involvement.

## EDUCATIONAL OPPORTUNITIES

- Employee tuition assistance is included. Employees receive one undergraduate or graduate course for up to three hours of credit during each semester.
- K-State offers the opportunity for employees to earn a Ph.D. in Student Affairs in Higher Education.
- Spouses and dependents may receive a tuition grant for up to seven undergraduate credit hours or three graduate hours per fall and/or spring semester.



## STAFF DINING AT K-STATE

Community Coordinators receive a meal plan that provides 400 all-you-care-to-eat meals per semester and 300 during the summer, to be used by the coordinator and their guest(s). Learn more about our dining program at [housing.k-state.edu/dining](https://housing.k-state.edu/dining).



# BENEFITS

## FRINGE BENEFITS

- Eight hours of vacation leave per pay period up to a maximum of 176 hours per year and 3.7 hours of sick leave per pay period.
- Health, vision, and dental insurance is included.
- View additional benefits information at [www.k-state.edu/hr/current-employees/benefits/summary.html](http://www.k-state.edu/hr/current-employees/benefits/summary.html).

## APARTMENT

- Coordinator apartments are fully furnished, including utilities and wireless internet.
- Live-in partners/roommates are permitted following passage of background check.
- Our pet-friendly policy allows one cat or one dog to live in the apartment.

## PARKING

- Coordinators have access to “staff” parking on campus with purchase of a parking permit.

## MEALS

- A full meal plan (400 all-you-care-to-eat meals per semester and 300 during the summer), is included.

## LAUNDRY ALLOWANCE

- Access to in-apartment private laundry.

## PROFESSIONAL DEVELOPMENT

Coordinators receive \$1,400 in professional development funds as available. Opportunities both in and out of the department include chairing and serving on committees, teaching opportunities, supervising graduate students and regional/national involvement.

## EDUCATIONAL OPPORTUNITIES

- Employee tuition assistance is included. Employees receive one undergraduate or graduate course for up to three hours of credit during each semester.
- K-State offers the opportunity for employees to earn a Ph.D. in Student Affairs in Higher Education.
- Spouses and dependents may receive a tuition grant for up to seven undergraduate credit hours or three graduate hours per fall and/or spring semester.

## LEARN MORE

**Complete Benefits Summary:**

[www.k-state.edu/hcs/docs/BenefitsSummary-Uncl-Print.pdf](http://www.k-state.edu/hcs/docs/BenefitsSummary-Uncl-Print.pdf)

**Ph.D. in Student Affairs in Higher Education:**

[coe.ksu.edu/secsa](http://coe.ksu.edu/secsa)

ANDERSON HALL



# COMMITTEES

**CHOOSE YOUR EXPERIENCE:** This committee focuses on resident retention. Members coordinate a marketing plan to encourage residents to renew their contracts, and works to disseminate information about the room selection process.

**EQUITY AND INCLUSION:** This committee is responsible for planning monthly development training for senior and student staff, as well as the gathering of resources for the Multicultural Resource Center. Some projects will include overseeing the Jardine Global Women's Society, Departmental Coffee Chats, and the research and implementation of a student group called the Social Justice Alliance.

**FULL-TIME HIRING:** This committee reviews resumes, coordinates on-campus interviews and searches for candidates via online databases like OPE and TPE.

**GRAD HIRING:** The graduate hiring committee is responsible for all aspects of graduate hiring including assistant coordinator, marketing, recruitment, interviewing at OPE, coordinating the on-campus interview process, extending job offers and onboarding.

**PROFESSIONAL STAFF DEVELOPMENT & TRAINING:** This committee is responsible for the development of our graduate and full-time staff. They plan the professional development activities for the staff—usually between 2-4 per semester—based on departmental competencies.

**RA HIRING:** This committee is responsible for the RA recruitment process including info sessions, interviews, reference checks, selection and onboarding.

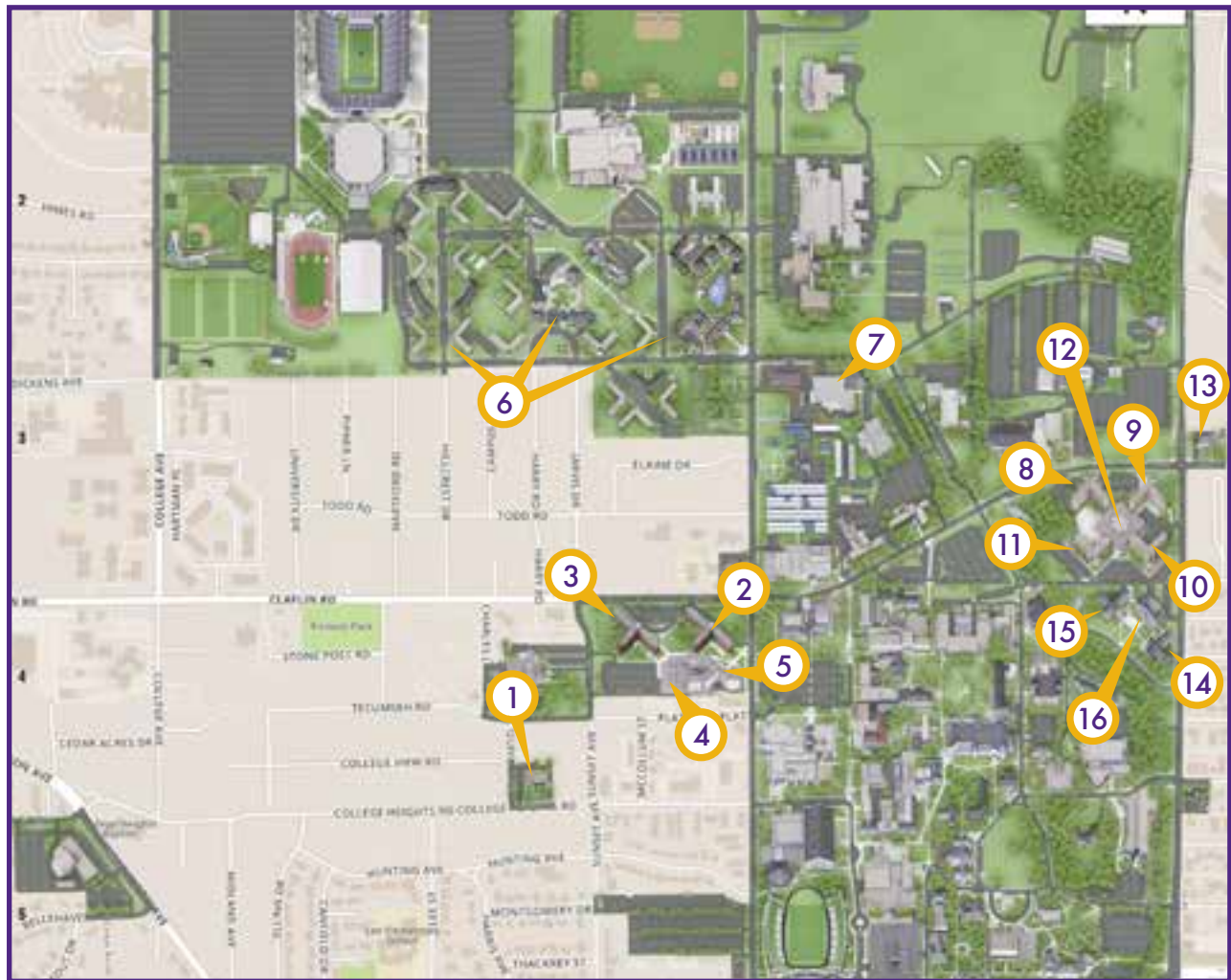
**RECRUITMENT TRAVEL TEAMS:** The OPE team will recruit and interview graduate students at the Oshkosh Placement Exchange in Oshkosh, Wisconsin, and the TPE team will recruit and interview new full-time staff members at the annual Placement Exchange before the NASPA conference.

**STUDENT STAFF TRAINING AND DEVELOPMENT:** This committee is responsible for the development of our student staff by planning fall and winter training. This committee also provides ongoing training and development opportunities, such as those through KARA.





# DEPARTMENT MAP



- |                 |           |                 |                |
|-----------------|-----------|-----------------|----------------|
| 1 Honors House  | 5 Wefald  | 9 Haymaker      | 13 Smurthwaite |
| 2 Goodnow       | 6 Jardine | 10 Ford         | 14 Putnam      |
| 3 Marlatt       | 7 Pittman | 11 West         | 15 Boyd        |
| 4 Kramer Dining | 8 Moore   | 12 Derby Dining | 16 Van Zile    |

The full Kansas State University campus map can be found at [k-state.edu/maps](http://k-state.edu/maps).

Kansas State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status, in the university's programs and activities as required by applicable laws and regulations. The person designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning the nondiscrimination policy is the university's Title IX Coordinator: the Director of the Office of Institutional Equity, [equity@k-state.edu](mailto:equity@k-state.edu), 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801. Telephone: 785-532-6220 | TTY or TRS: 711. The campus ADA Coordinator is the Director of Employee Relations and Engagement, who may be reached at [charlott@k-state.edu](mailto:charlott@k-state.edu) or 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801, 785-532-6277 and TTY or TRS 711.

# NOTES



**NOTES**



[housing.k-state.edu](https://housing.k-state.edu)

Department of Housing and Dining Services

Kansas State University

104 Pittman Building

1531 Mid Campus Dr. North

Manhattan, KS 66506

785-532-6453 888-568-5027 (toll free)

[reslife@k-state.edu](mailto:reslife@k-state.edu)

@KStateHDS



**KANSAS STATE**  
UNIVERSITY

Department of  
Housing and Dining Services