

KANSAS STATE
UNIVERSITY

Housing &
Dining Services

Welcome Home

staff recruitment 2013

WELCOME

to k-state

Dear Candidate,

Thank you for taking the time to consider our housing positions here at Kansas State University. Our department is looking for the candidate who will find their home with us, if even for a little while. Throughout our hiring timeline, we would like to keep you informed and comfortable with where you stand in our process. We will have regular communication with you once you have submitted your application, but should you ever have questions, please feel free to ask — we'll do our best to provide you with an answer.

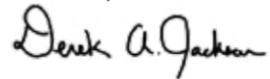
The positions we have to offer are critical to our success. You'll find yourself working with students who will challenge you, ask you for help and become some of your life success stories. Our goal in hiring you is to be successful in preparing you for your future. You'll have supervisors who love their work, enjoy the opportunity to mentor and are committed to seeing you succeed.

Kansas State University is growing and changing daily. Our leadership is directing our university to become a top 50 public research university by 2025, and one of the ways to achieve this ranking is to help our students graduate at a higher rate than ever before. You will play a major role in guiding students toward their goal of graduating from K-State. We are also undertaking major construction and academic changes that I know will be challenging but worthwhile for our department. It's an exciting time to be a part of this team!

As you consider your options for future employment, we understand that we may not be the right fit for you today. When recruiting new staff, we aim to treat candidates with dignity and respect. Should you not take a position with us, we hope that you think enough of us that, sometime down the road, you will recommend K-State to someone you are mentoring or coaching.

Thank you for your time. I'm available to answer any questions you may have.

Sincerely,



Derek Jackson, Director of Housing and Dining Services



Housing and Dining Services

- ... has a rich tradition of providing a living and learning environment for students that encourages personal growth and success.
- ... provides an environment that is friendly and accepting of all students.
- ... provides an environment that fosters academic success, which contributes to the quality of a student's academic experiences (academic cluster and intensive study floors).
- ... provides opportunities for involvement which contribute to the student's out-of-classroom education and development.
- ... assists students in connecting with campus resources (academic advising, financial assistance, recreational services and more).

MISSION STATEMENT

cornerstones

Housing and Dining Services is a self-operated auxiliary department with five functional areas: business operations, facilities management, dining services, apartment living and residence life. The department serves more than 3,800 students in nine residence halls and a leadership/scholarship house, and 1,500 residents in our apartment community. In the fall of 2007, 14 new buildings were opened at Jardine Apartments and three more were added in 2012, providing new housing options for single undergraduate students while continuing to provide homes for families, single graduate students and nontraditional students at K-State.

Jardine Apartment Cornerstones

These cornerstones outline the vision of the Jardine Apartments community and are the heart of activity. They drive all endeavors related to the community including the redevelopment project.

TRADITION allows us to pass our unique qualities from one generation to another. Building on the expectation that a secure, welcoming environment is a must, community becomes more than a definition of persons living in the same area and extends to a feeling of home. We want the living experience to be about understanding what it means to be a K-Stater and a Jardine resident.

Residents and staff will be impacted and enriched through the enhanced **EDUCATION** provided by the experiences offered at Jardine. An attitude of excellence prevails as the classroom and living room unite in an extension of the educational environment K-State has to offer. The opportunity of a lifetime awaits you to become a citizen of a unique community. You will make connections between life lessons and academics that will leave you better prepared for the "real world."

How many people can say they have lived in a **GLOBAL** environment — one that is truly comprehensive in approach? A global village of diversity is reflected in our neighborhoods, staffing, program development, and services offered to residents and the university. The community has and will continue to serve students from more than 55 different countries. Students with families, faculty and staff, student groups and more will live, work and play alongside one other.

Jardine above all embodies **IMAGINATION**. Its development was marked by innovative and resourceful thinking. The redevelopment has been driven by pioneering design concepts. The buildings will become landmarks and elicit a sense of belonging for the academic community.

Residence Life Focus Areas

All operations under residence life are guided by four focus areas. These initiatives drive the day-to-day operations of our residence halls and provide a framework for special projects for our departmental initiatives staff.

ACADEMICS remain a focus of all staff members working in residence life. Academic support can be found in two academic resource centers that provide quiet study spaces, free tutoring, computers for student use, help with study skills, and copying and printing services. We offer students the opportunity for involvement in one of eight academic and leadership cluster floors.

ENROLLMENT MANAGEMENT: The recruitment and retention of students is critical to the success of our department. Because K-State has no residency requirement, recruitment efforts are a necessary part of our operation. These efforts include attending recruitment events, advising the Housing and Dining Ambassadors and working with hall tour teams.

The appreciation of **DIVERSITY** is an important part of a student's development. Each of our residence halls or complexes are partnered with a Cultural Diversity Advocate (CDA) who serves as an advocate for underrepresented students, provides educational opportunities for all students surrounding topics related to diversity and works with hall staff to increase residents' cross-cultural competencies.

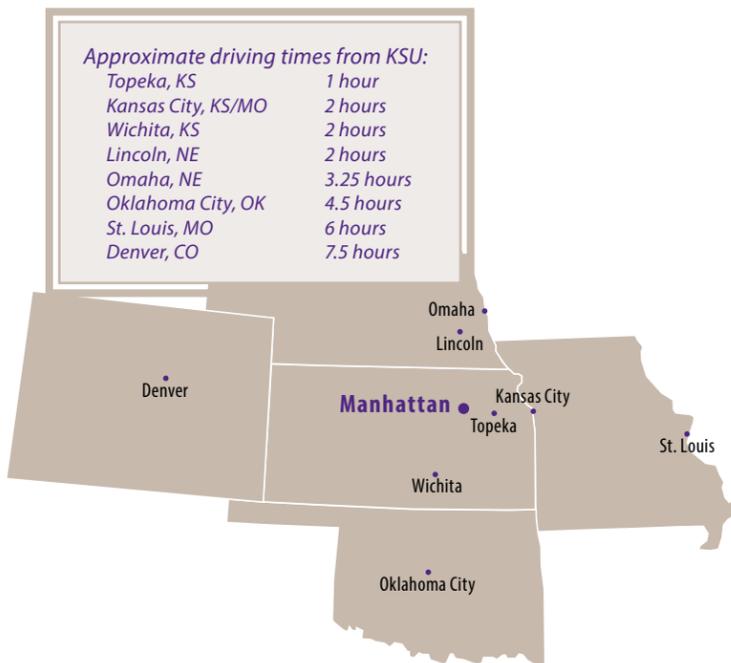
Whether a student is involved in their Hall Governing Board (HGB) or on the executive board of the Association of Residence Halls (ARH), **LEADERSHIP** is an important part of residence hall living at K-State. Other leadership opportunities include Camp Cat (an overnight leadership retreat), and LEAD/DEAL, which are two eight-week seminars for young student leaders who live on campus.

ABOUT US

university setting

Manhattan, Kansas

Kansas State University is located in Manhattan, Kan., also known as the "Little Apple." In the heart of the scenic Flint Hills region, Manhattan has a small-town feel with a population of about 52,000. Manhattan is 120 miles west of Kansas City, and serves a three-county, 200,000-population regional area as a leader in education, health care, entertainment, culture and communication.



Kansas State University

Kansas State University was founded in 1863 as the first land-grant university in the country. In the decades that followed, K-State grew into a comprehensive university with nationally recognized programs. The university's main campus is divided into eight colleges: agriculture, arts and sciences, architecture and design, business administration, engineering, education, human ecology and veterinary medicine. The Graduate School offers 70 master's programs and 42 doctoral programs. 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 at K-State is the largest administrative unit in the Division of Student Affairs.

Residential Living

Nine residence halls, a female leadership/scholarship house and one apartment community house our on-campus students.

Derby Complex

- Haymaker — 500 coed
- Ford — 500 women
- Moore — 600 coed
- West — 300 coed

Kramer Complex

- Goodnow — 600 coed
- Marlatt — 600 coed

Strong Complex

- Boyd — 250 women
- Putnam — 250 coed
- Van Zile — 60 coed

Jardine Apartments

- 1,500 residents

Smurthwaite Leadership/Scholarship House

- 46 women

Dining Services

K-State Dining Services has been nationally recognized as one of the best programs in the United States. Our facilities include three residential dining centers, a sports grill, bakery, coffee shop and several convenience stores right here on campus. Whether it be late night study snacks or a warm chocolate chunk gourmet cookie, we've got it covered.

Department of Housing and Dining Services

104 Pittman Building
Kansas State University
Manhattan, KS 66506-4601
(785) 532-6453
(888) 568-5027 (toll free)
housing@k-state.edu
housing.k-state.edu

FINANCIAL ANALYSIS

what you should understand as a graduate candidate...

Tuition

Tuition is currently \$310.10 per credit hour, plus an \$84.50 fee. Most graduates in the college student development program take 39 credit hours, totaling \$15,389.40 in tuition expenses. Students will have approximately \$360 in fees per semester (totaling \$1,500 in their time at K-State) if a summer class is taken. Credit hours and expenses may differ with other academic programs.

Tuition Payment Plans

Tuition can be paid in a variety of ways.

- Students can participate in the TIPPS program through the university cashiers office. This program allows you to make monthly payments on your tuition and fees. The cost for this program is \$10 per payment, with a limit of four payments each semester.
- Students are eligible for emergency student loans through the Office of Financial Aid or advanced money through the university.
- Subsidized student loans are also an option.

Advance Payment

In an effort to offset the initial tuition and fees payment that is typically due before our graduate assistants have significant earnings, we are able to pay a portion of the stipend in advance of the first pay period. That amount will be equal to the average cost of the first semester's tuition and fees. It's important to note that this will decrease the amount of your biweekly stipend for the remainder of the fall semester, but we believe this will make these costs more manageable. Eligibility is determined on an individual basis.

How to Apply

If you are interested in any of our graduate assistantships, please submit the following:

- Cover letter stating your intended program of study
- Unofficial transcript
- Resume
- Three references

Background check is required.

Contact information

Jessica Jones
K-State Housing and Dining Services
104 Pittman Building
Manhattan, KS 66506-6401
Phone: (785) 532-6453
Email: reslife@k-state.edu
Fax: (785) 532-0300

Health Care

Health Care through Lafene Student Health Center is paid for with student fees. Student health insurance is about \$400 per semester, available through United Healthcare. For more information visit: www.k-state.edu/lafene.

A Few Other Things to Consider

Many graduate programs and assistantships compensate in a variety of ways or offer additional scholarships. However we ask that you consider:

- This assistantship will make you eligible for in-state tuition, but is not considered a GTA appointment as with other schools. Therefore based on guidelines set by the State of Kansas, tuition waivers are not available.
- Additional funding is offered for professional development opportunities.
- Graduate assistants are paid the same stipend amount during the summer, but typically take fewer classes. Therefore, you will have fewer expenses resulting in more dollars in your pocket. The same is true for the spring semester of your final year. This works out nicely because you will have fewer out-of-pocket expenses for school during your job search process.

Resources

KSU Financial Aid: k-state.edu/sfa

Student Health Insurance: uhcsr.com/k-state

STAFF SEARCH TEAM

professional and graduate



Alex Abendschein

OPE • abenda31@k-state.edu

Alex is an apartment area coordinator for the Plaza Neighborhood of Jardine Apartments, a position he accepted in 2012 after serving two years as an assistant coordinator for departmental initiatives. Prior to his arrival at K-State, Alex was vice president of the Student Association, a leadership development specialist for the Department of Residence Life and president of the United Students in Residence Halls organization, all at the University of Wisconsin Oshkosh. Alex has a bachelor's degree in criminal justice from Wisconsin Oshkosh, and a master's degree in counseling and student development from K-State.



Quincy Bevely

TPE • qbevely@k-state.edu

Quincy is an apartment area coordinator for the Denison Neighborhood of Jardine Apartments. He came to K-State in 2012 after serving as a graduate residence hall director at Northern Illinois University, where he was also a teacher's assistant for a multicultural education course as well as an English tutor and student involvement/leadership development intern. Quincy has a bachelor's degree in psychology with a minor in black studies, and a master's degree in counseling, adult and higher education. He is a member of the National Association of Student Personnel Administrators.



Delcenia Collins

OPE • delcenia@k-state.edu

Delcenia is a residence life coordinator for Haymaker Hall. She came to K-State in 2010 after serving as a residence coordinator at the University of Central Arkansas. Delcenia has a bachelor's degree in English from Mississippi State University and a master's degree in college student personnel administration from Central Arkansas. Prior to her transfer to Haymaker, Delcenia was the residence life coordinator for West Hall and Smurthwaite Leadership/Scholarship House. She is a member of the National Association of Student Personnel Administrators and serves on the Upper Midwest Region-Association of College and University Housing Officers program committee.



Kevin Cook

OPE • kcook@k-state.edu

Kevin is the assistant director for departmental initiatives. He came to K-State in 2002 from Macalester College in St. Paul, Minn., where he served as a residence hall director. Since his arrival, he has also held the positions of residence life coordinator for Strong Complex and coordinator for enrollment management and academic affairs. He has a master's degree in student affairs administration in higher education from Ball State University and a bachelor's degree in biology from Southeast Missouri State University. He's currently pursuing a doctorate in student affairs in higher education. He's a member of the Upper Midwest Region-Association of College and University Housing Officers (UMR-ACUHO) as well as the Association of College and University Housing Officers-International. Kevin is the recipient of the 2012 UMR-ACUHO Robert E. Mosier Professional Enrichment Award.



STAFF SEARCH TEAM

professional and graduate



Sarah Frese

TPE/OPE • srfrese@k-state.edu

Sarah is a residence life coordinator for West Hall and Smurthwaite Leadership/Scholarship House. She came to K-State in 2011 after serving as graduate assistant at Ball State University and the University of Virginia, and a resident assistant at the University of Tennessee. While at Virginia, Sarah traveled to eight different countries in the Mediterranean through the Semester at Sea program. She also spent time as an Americorps volunteer in Cape Cod, Mass. Sarah has a bachelor's degree in communication sciences and disorders and a master's degree in student affairs administration in higher education. She is a member of the National Association of Student Personnel Administrators.



Derek Jackson

TPE/OPE • derekaj@k-state.edu

Derek is the director of Housing and Dining Services. He began his housing career as a hall director while completing his undergraduate and graduate degrees. He then served as 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. 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 is currently completing courses for a doctorate in student affairs in higher education. Derek is a member of the Association of College and University Housing Officers-International, Upper Midwest Region-Association of College and University Housing Officers and other Manhattan civic organizations.



Nick Lander

TPE/OPE • lander@k-state.edu

Nick is the assistant director of residence life. He came to K-State as the coordinator for leadership development in 2006 from the University of Arizona, where he served as a complex director. Prior to his position there, he was employed as an assistant residence hall director at Ball State University. Nick transitioned to his current position at Housing and Dining Services in 2008. He has a bachelor's degree from K-State in psychology with minors in leadership studies and American ethnic studies, and a master's degree in student affairs administration in higher education from Ball State. Nick has served as host chair for the Upper Midwest Region-Association of College and University Housing Officers Conference and is a member of the Association of College and University Housing Officers-International. In 2012, he was nominated for the Outstanding Unclassified Employee Award.



Molly Milota

OPE • amilota@k-state.edu

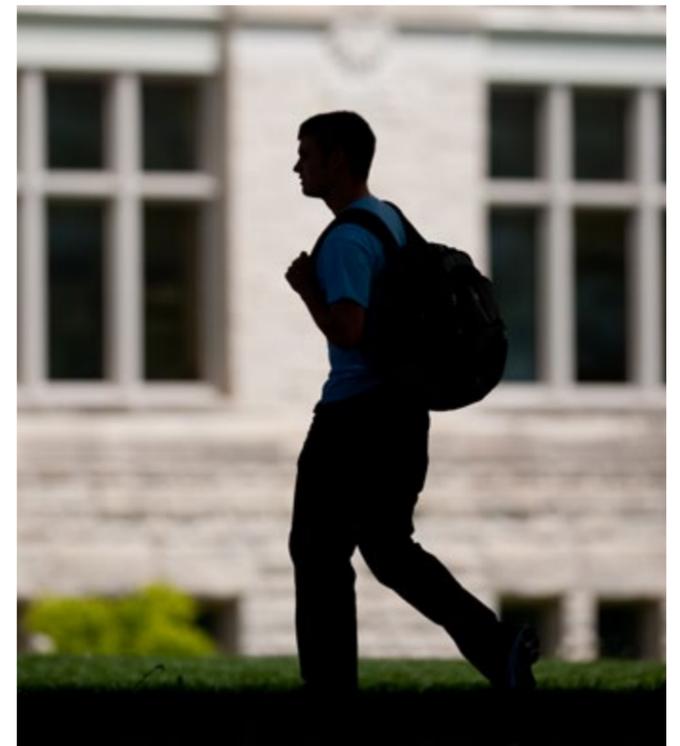
Molly is an assistant residence life coordinator for Boyd Hall. She came to K-State in 2012 from Marquette University, where she served as a publicity/national communications coordinator and residence life program assistant. Molly has a bachelor's degree in writing-intensive English from Marquette, and is currently pursuing a master's degree in counseling and student development here at K-State. Molly was selected to participate in the Association of College and University Housing Officers-International STARS College in 2011.



Andy Thompson

OPE • athomp@k-state.edu

Andy is a residence life coordinator for Marlatt Hall. He came to K-State in 2009 from Clemson University, where he served as a resident director in three residence halls. In addition to his position at Clemson, Andy has been employed as a resident assistant at Eastern Illinois University, and as an intern at the University of Louisville and American University. Andy has a bachelor's degree in recreation administration from Eastern Illinois, and a master's degree in counselor education and student affairs from Clemson. He's a member of the Upper Midwest Region-Association of College and University Housing Officers, from which he received the 2011 Outstanding New Presenter, 2011 Top Five Program and 2010 Case Study awards.



QUICK FACTS

about us

8 retail operations
serving students throughout the K-State campus

3 award-winning
dining centers

8 academic
cluster floors

2 academic resource centers
with study space, computers and multimedia classrooms

1 leadership/scholarship house for women

9 residence
halls

38 apartment
buildings

1,500 residents in our Jardine Apartments

90% of K-State students
choose to live in organized
group living their freshman year

1 family

5,000+ students call the K-State campus home

JOB DESCRIPTIONS

professional

RESIDENCE LIFE COORDINATOR (RLC)

Kansas State University Housing & Dining Services

JOB SUMMARY

The RLC position is a professional position responsible for one or more residential communities with a population of 250 to 650 students. The coordinator's primary function is to direct and oversee the operations of the residential communities including student development, training, advising student groups, administrative and managerial responsibilities, facilities management and professional development. It also involves the staffing and supervision of one or two graduate assistant residence life coordinators and six to 13 resident assistants. The RLC assesses, contributes to and oversees the implementation and enhancement of student learning outside the classroom through programmatic opportunities. The RLC is the primary leader within his or her community for MAP-Works implementation, student conduct proceedings and occupancy management. RLCs also serve on departmental and university committees.

QUALIFICATIONS

Position requires a master's degree in student personnel or related area. Experience with community living, leadership development, and programming, teaching or training is preferred.

CONTRACT AND BENEFITS

The residence life coordinator is a 12-month, full-time, benefits eligible, unclassified position and reports to the assistant director for residence life. This is a live-in position. The starting salary is \$35,000 per year and includes a comprehensive benefits package including meal plan, health, dental and life insurance, retirement plan and paid leave time. Refer to k-state.edu/hr/benefits/benefitsunclass.htm for a complete summary.

Contact Information:

Sarah Frese: srfrese@k-state.edu
Quincy Bevely: qbevely@k-state.edu
Nick Lander: lander@k-state.edu

RESPONSIBILITIES

- Compile various reports, maintain records, oversee check-ins, checkout and room changes.
- Maintain key inventory, order replacement keys, and issue and receive keys.
- Work with maintenance and housekeeping, process work orders, and inspect buildings.
- Receive and distribute campus mail and general information. Design and maintain hall-specific forms.
- Work with break housing, coordinate building closings and openings.
- Manage RLC program account and hall Social and Educational (S&E) funds.
- Participate in departmental and university committees, task forces, and other professional development activities.
- Perform summer duties including summer school, conferences and special projects. Attend all training sessions, and prepare hall for opening.
- Perform other duties consistent with the purpose of this position as assigned.

Additional responsibilities include, but are not limited to:

- Interact with students on a regular basis, providing information and assistance concerning academic issues, peer conflicts, personal problems, etc. Be accessible and visible to students.
- Participate in the recruitment, selection, training, supervision and evaluation of the assistant residence life coordinator (ARLC), resident assistants (RAs), community assistants (CAs), door assistants (DAs) and student office workers.
- Work with the Departmental Initiatives Team and academic colleges to assure all residents' academic needs are being met.
- Advise and train the Hall Governing Board (HGB). Attend weekly meetings and sponsored activities.
- Provide programs determined by students' needs and opinions, assisting RAs in implementing the First Six Weeks programming model. Work with staff and HGB programs.
- Educate, train, advise and assist residents, HGB members, and staff concerning all policies and rules. Advise student judicial board, correspond with complainants and respondents to determine hearing routes.

JOB DESCRIPTIONS

graduate

ASSISTANT COORDINATOR FOR EVENT ACCOMMODATIONS (ACEA)

Kansas State University Housing & Dining Services

JOB SUMMARY

The assistant coordinator for event accommodations works closely with the apartment area coordinator to facilitate community development and student success in an apartment setting by overseeing the operation of event spaces in multiple locations. He or she assists in the management of apartment operations that support academics, involvement, diversity, and recruitment and retention efforts. The ACEA also addresses the needs related to the implementation of a major redevelopment project. The ACEA will have the potential to supervise event accommodations staff, advise student groups, serve on departmental committees and participate in professional development activities. The ACEA is expected to fulfill all duties listed below in addition to other duties as assigned.

REQUIREMENTS

The ACEA is required to occupy an on-site apartment provided by the department. Graduate assistants are required to enforce and abide by all policies set by the department and the university. Graduate assistants must be Kansas State University graduate students and enrolled in at least six but not more than 12 credit hours. Employment is for approximately 20 hours per week, with the understanding that there is a fluctuation in demand depending on the time of year and nature of resident needs. Some nights and weekends are required, in addition to some holiday periods. Any additional employment must be approved in advance. The ACEA is supervised by the apartment area coordinator.

REMUNERATION AND BENEFITS

Waiver of the monthly rent for a furnished apartment during the employment period. Meal plan for self and dependent(s) (excluding break periods). Utilities, Internet, cable and basic telephone hookup provided at no cost. Professional development funds. A stipend of \$15,000, paid on a biweekly basis for a 12-month appointment.

RESPONSIBILITIES

Supervision

- Supervise event accommodations staff.
- Attend weekly meetings and student-staff sponsored activities.

Advising

- Serve as an advisor to a student group, such as the Residents' Council, Tutoring Program or Global Women's Society.
- Support community and neighborhood programs.

Administrative Skills

- Administer the online meeting space reservation request process.
- Arrange and conduct all space reservation meetings.
- Provide on-call support for events at Jardine facilities.
- Create, process and administer invoices through the departmental invoicing program.
- Maintain confidentiality related to resident, guest and staff issues at all times.

Fiscal Management

- Prepare reports, invoices and deposits in a timely manner.

Professional Development

- Represent Jardine staff on departmental MICROS committee.
- Attend and participate in all staff meetings, training sessions and in-service activities.
- Attend departmental professional development events.
- Develop training and personal/professional development experiences.

Communication

- Explain and enforce policies to residents and staff.
- Effectively communicate the terms of the agreement when communicating with staff, residents and university constituents.
- Cooperate with dining and catering staff to accommodate guest requirements for events.
- Communicate reservations and procedures to neighborhood, office or Jardine staff to facilitate the rental process.
- Facilitate assessment surveys to provide feedback for effective procedures for event spaces and customer service.

JOB DESCRIPTIONS

graduate

ASSISTANT COORDINATOR FOR APARTMENT LIVING (ACAL)

Kansas State University Housing & Dining Services

JOB SUMMARY

The assistant coordinator for apartment living works closely with the apartment area coordinator to facilitate community development and student success in an apartment setting by assisting in the management of apartment operations that support a culture embracing academics, involvement, diversity, recruitment and retention efforts, and addressing the needs related to the implementation of a major redevelopment project. The ACAL will have the potential to co-supervise a resident assistant staff, advise student groups, serve on departmental committees and participate in professional development activities. The ACAL is expected to fulfill all duties listed below in addition to other duties as assigned.

REQUIREMENTS

The ACAL is required to occupy an on-site apartment provided by the department. Graduate assistants are required to enforce and abide by all policies set by the department and the university. Graduate assistants must be Kansas State University graduate students and enrolled in at least six but not more than 12 credit hours. Employment is for approximately 20 hours per week, with the understanding that there is a fluctuation in demand depending on the time of year and nature of resident needs. Some nights and weekends are required, in addition to some holiday periods. Any additional employment must be approved in advance. The ACAL is supervised by the apartment area coordinator.

REMUNERATION AND BENEFITS

Waiver of the monthly rent for a furnished apartment during the employment period. Meal plan for self and dependent(s) (excluding break periods). Utilities, Internet, cable and basic telephone hookup provided at no cost. Professional development funds. A stipend of \$15,000, paid on a biweekly basis for a 12-month appointment.

RESPONSIBILITIES

Supervision

- Supervise resident assistant staff.
- Attend weekly meetings and student-staff sponsored activities.

Advising

- Serves as an advisor to a student group, such as the Residents' Council, Tutoring Program or Global Women's Society.
- Mediate conflict among residents on a roommate, neighbor and neighborhood level.

Administrative Skills

- Facilitate student development through intentional programming.
- Work with departmental and university staff through special assignments and departmental/university committees.
- Maintain confidentiality related to resident and staff issues at all times.
- Serve in an on-duty rotation for the apartment community including weekends, holidays, and university breaks to respond to residents' needs.
- Plan and implement community and/or neighborhood programs.
- Prepare reports in a timely manner — status, indoor/outdoor aesthetics, vacancy, etc.
- Assist with office procedures such as check-in/checkout processes, applications and agreements.
- Prepare and assist in scheduling duty and office hours for the community staff.

Fiscal Management

- Manage the programming budgets for neighborhood and/or student groups.

Professional Development

- Attend and participate in all staff meetings, training sessions and in-service activities.
- Attend departmental professional development events.
- Develop training and personal/professional development experiences.

Communication

- Explain and enforce policies to residents and staff.
- Communicate the terms of the agreement when communicating with staff, residents and university constituents.
- Maintain effective and professional verbal and email communication.

JOB DESCRIPTIONS

graduate

ASSISTANT COORDINATOR FOR DEPARTMENTAL INITIATIVES (ACDI)

Kansas State University Housing & Dining Services

JOB SUMMARY

The assistant coordinator for departmental initiatives is a graduate assistantship within residence life that serves a cross-functional role. The position offers opportunities for involvement within the department's four focus areas of enrollment management, leadership, diversity and academics. It also provides opportunities to develop skills in supervising staff, advising student groups, budgeting programming money, and making administrative decisions. This position shares responsibilities with and reports to the coordinator for student development and the assistant director for departmental initiatives. The ACDI is expected to fulfill all duties listed below in addition to other duties as assigned.

REQUIREMENTS

The ACDI is required to occupy an on-site apartment provided by the department. Graduate assistants are required to enforce and abide by all policies set by the department and the university. Graduate assistants must be Kansas State University graduate students and enrolled in at least six but not more than 12 credit hours. Employment is for approximately 20 hours per week, with the understanding that there is a fluctuation in demand depending on the time of year and nature of resident needs. Some nights and weekends are required, in addition to some holiday periods. Any additional employment must be approved in advance. The ACDI is co-supervised by the assistant director for departmental initiatives and the coordinator for student development.

REMUNERATION AND BENEFITS

Waiver of the monthly rent for a furnished apartment during the employment period. Meal plan for self and dependent(s) (excluding break periods). Utilities, Internet, cable and basic telephone hookup provided at no cost. Professional development funds. A stipend of \$15,000, paid on a biweekly basis for a 12-month appointment.

RESPONSIBILITIES

Supervision

- Participate in recruitment, selection, training, supervision, and evaluation of the cultural diversity advocates (CDAs), academic resource assistants (ARAs) and academic tutors.
- Attend weekly meetings and student-staff sponsored activities.

Advising

- Advise student groups such as Housing and Dining Ambassadors, Association of Residence Halls (ARH), National Residence Hall Honorary (NRHH), and Housing Leadership Scholars (HLS).

Administrative Skills

- Develop programs to support the specific needs of underrepresented populations on campus/within the housing system.
- Monitor and evaluate academic and leadership cluster floors.
- Present programs to outside groups on topics relevant to the focus areas.
- Plan a fall and spring leadership retreat (Camp Cat).
- Publish a newsletter for parents of residents.
- Coordinate "Academic Stars" — an academic recognition program.
- Coordinate the "Professor of the Year" award process.
- Develop Leadership, Education, and Development (LEAD) program.
- Develop Diversity, Education and Leadership (DEAL) program.

Fiscal Management

- Assist in the management of student group budgets.
- Manage the departmental initiatives budget.

Professional Development

- Attend and participate in all staff meetings, training sessions and in-service activities.
- Attend departmental professional development events.
- Develop training and personal/professional development experiences.

Communication

- Interact with students on a regular basis and provide information and assistance concerning academic issues, peer conflicts and personal problems.
- Correspond with faculty presenters for LEAD and DEAL programs.
- Organize a spring phone-a-thon.
- Meet with prospective students and their families.
- Conduct presentations for prospective students and families.

JOB DESCRIPTIONS

graduate

ASSISTANT RESIDENCE LIFE COORDINATOR (ARLC)

Kansas State University Housing & Dining Services

JOB SUMMARY

The assistant residence life coordinator is a graduate assistantship within residence life. The ARLC will work in a hall with a population of approximately 250 to 600 students. The position offers opportunities to develop skills in supervising student staff, advising student groups, budgeting and administrative decision making. The ARLC is supervised by and shares responsibilities with the residence life coordinator (RLC). The ARLC will be expected to fulfill the duties listed below in addition to other duties as assigned.

REQUIREMENTS

The ARLC is required to occupy an on-site apartment designated by the department for his/her use. Graduate assistants are required to enforce and abide by all policies set by the department and the university. Graduate assistants must be Kansas State University graduate students and enrolled in at least six but not more than 12 credit hours. Employment is for approximately 20 hours per week, with the understanding that there is a fluctuation in demand depending on the time of year and nature of resident needs. Some nights and weekends are required, in addition to some holiday periods. Any additional employment must be approved in advance. The ARLC is supervised by the residence life coordinator.

REMUNERATION AND BENEFITS

Waiver of the monthly rent for a furnished apartment during the employment period. Meal plan for self and dependent(s) (excluding break periods). Utilities, Internet, cable and basic telephone hookup provided at no cost. Professional development funds. A stipend of \$15,000, paid on a biweekly basis for a 12-month appointment.

RESPONSIBILITIES

Supervision

- Participate in the recruitment, selection, training, supervision and evaluation of the resident assistants (RA), community assistants (CA) and student office workers.
- Attend weekly meetings and student-staff sponsored activities.

Advising

- Educate, train and advise Hall Government Board (HGB) members on policies and procedures.
- Advise student judicial board.
- Potential to advise the Association of Residence Halls (ARH) and National Residence Hall Honorary (NRHH).

Administrative Skills

- Maintain accurate records, reports and key inventories.
- Serve as part of an on-call crisis response team for the complex and hall.
- Coordinate building closings and openings, check ins, checkouts, and room changes.
- Work with maintenance and housekeeping to process work orders and inspect buildings.
- Receive and distribute campus mail and general information.
- Work with continuous housing for students staying over university breaks.
- Work with departmental and university staff through special assignments and departmental/university committees.

Fiscal Management

- Manage hall programming and HGB budgets.

Professional Development

- Attend and participate in all staff meetings, training sessions and in-service activities.
- Attend departmental professional development events.
- Develop training and personal/professional development experiences.

Communication

- Interact with students on a regular basis and provide information and assistance concerning academic issues, peer conflicts and personal problems.
- Maintain effective and professional verbal and email communication.
- Present and facilitate sessions for training and professional development, as well as new student recruitment.

MASTER'S DEGREE

options at kansas state university

The Department of Housing and Dining Services requires that our graduate assistants be enrolled in a full-time graduate program. Many students choose college student development, but any academic area is acceptable.

APPLICATION REQUIREMENTS

For admission with full standing, you must have:

- A completed online application. Application fees will apply and vary by program.
- A bachelor's degree from an accredited institution.
- An OFFICIAL transcript of all previous undergraduate and graduate credit sent directly to the program in which you wish to enroll.
- An undergraduate average GPA of 3.0 or better in your last 60 hours of coursework.
- Written description of your academic objectives giving specific reasons for the selection of your field of study, contemplated research areas, and professional plans on a separate sheet of paper.
- Depending on your graduate program, standardized tests may be a requirement.

Applicants for whom English is not their first language must complete and send an official report of scores on the Test of English as a Foreign Language (TOEFL), International English Language Testing System-academic exam (IELTS) or the Pearson Test of English (PTE) to Kansas State University.

DEADLINES

With each program of study, there will be different deadlines. Please refer to your specific program for accurate and up-to-date deadlines.

DOMESTIC STUDENTS

Applications are accepted year-round. Please check graduate degree program(s) for deadlines on assistantship applications.

INTERNATIONAL STUDENTS

Completed applications should be submitted to the graduate program by:

- January 1 for fall (August) enrollment
- July 1 for spring (January) enrollment
- November 1 for summer (June) enrollment

DEGREES SOUGHT BY PAST GRADUATE ASSISTANTS

- College student development
- Human nutrition
- Statistics
- Special education
- Political science
- Apparel and textiles-merchandising
- Family/marriage counseling
- School counseling
- Public relations
- Communication studies
- Public administration

CONTACT:

Kansas State University Graduate School

103 Fairchild Hall

Manhattan, KS 66506-1103

Voice: (785) 532-6191 or (800) 651-1816

Fax: (785) 532-2983

Email: grad@k-state.edu

Web: www.k-state.edu/grad



MASTER OF SCIENCE

department of special education, counseling and student affairs

The special education, counseling and student affairs graduate program offers a master of science degree in counseling and student development with an emphasis in college student development. This emphasis is designed to prepare the student for work in a college setting at one or many different student affairs agencies and to assist the student to meet the professional entry-level and advancement requirements in the field. A minimum of 39 graduate credit hours is required in the program. Students complete 24 hours of core courses and also select one of three 15-hour options.

THREE DIFFERENT TRACKS ONE CAN PURSUE

(15 hours from one of these tracks)

- **Advising Track**—for those intending primarily to provide developmental counseling/advising services within a college or university.
- **Administration Track**—for those intending to work as student services/programs administrators.
- **Athletics Track**—for those intending to pursue a career working with college student athletes.

APPLICATION REQUIREMENTS

To be considered for admission with full standing you must have:

- A completed online application. Application fee: \$50 (domestic students) \$75 (international students).
- A bachelor's degree from an accredited institution.
- OFFICIAL transcripts of all previous undergraduate and graduate credit sent directly to the Department of Special Education, Counseling and Student Affairs.
- An undergraduate average GPA of 3.0 or better in your junior and senior years.
- Those with GPAs between 2.65 and 2.99 may be considered for probationary admission, in part, on the basis of results from the Graduate Record Exam (GRE) or the Miller Analogies Test (MAT).
- 1- to 2-page statement of goals and professional experience (see application for more details).
- Professional resume, which must be sent to Dona Deam (ddeam@k-state.edu) or as hard copy to the office of graduate studies.

DEADLINE

Please send your materials into the office in early March. This will help move the process along.

CORE COURSES EDCEP: STUDENT AFFAIRS PROGRAM

- History and philosophy of higher education (3)
- Research methods in education (3)
- Principles of college student personnel services (3)
- Counseling theory (3)
- Learning principles (3)
- The college student and the college environment (3)
- Group processes (3)
- Trends in career development (3)
- Thesis report or non-report options are available

CONTACT:

Dr. Kenneth Hughey, Chair

369 Bluemont Hall

1100 Mid-Campus Drive

Manhattan, KS 66506-5301

Voice: (785) 532-5541

Fax: (785) 532-7304

Email: secsa@k-state.edu

Web: coe.k-state.edu/departments/secsa



CAMPUS INTERVIEW

professional candidates

The campus interview is a two-way process. It's an opportunity for you to get to know us and for us to get to know you. We're hoping for a mutual match—a staff member who will fulfill their own professional, academic and personal needs, as well as the needs of K-State's Housing and Dining Services.

INTERVIEW DATES

Will vary with each candidate.

TYPICAL SCHEDULE FOR A CAMPUS INTERVIEW

Day One

- Arrive at campus no later than 5 p.m.
- Dinner with host
- Residence hall, Jardine Apartments and community tours

Day Two

- Campus interviews with housing and dining services management team, assistant directors, university professionals, administrative staff, graduate students and student staff
- Campus tour
- Relaxed social gathering

Day Three

- Campus interviews with departmental initiatives team and student leaders
- Open forum presentation
- Wrap-up sessions
- Depart campus by 2 p.m.

A complete itinerary will be sent to you prior to your arrival.

GETTING TO CAMPUS

Arrangements will be made once you have received an offer for an on-campus interview.

Flying

- Book flight into Manhattan (MHK) or Kansas City (MCI).
- A host will pick you up at the airport.
- Airline reservations for candidates will be booked and paid for by our department.

Driving

- You will receive directions to campus and a contact to meet when you arrive.
- We will reimburse your mileage based on our state guidelines for auto travel.

Lodging

- We will provide all lodging and meals during your stay.

REIMBURSEMENT

- All candidates will be fully reimbursed for their travel regardless of whether we offer you a position or if you accept a position with us.
- You must provide your airline receipt or mileage driven to be reimbursed. If necessary, a check will be sent to your home address within a few weeks of your interview.
- While they are welcome to join you, we cannot pay for the transportation or other expenses of family members or other guests.

SPECIAL NEEDS

You may also wish to meet with a specific group of faculty, students and/or staff. We encourage you to request this at the time we schedule a visit with you. If you need any other special accommodations or information, please let us know.



CAMPUS INTERVIEW

graduate candidates

The campus interview is a two-way process. It's an opportunity for you to get to know us and for us to get to know you. We're hoping for a mutual match—a staff member who will fulfill their own professional, academic and personal needs, as well as the needs of K-State's Housing and Dining Services.

INTERVIEW DATES

March 10-12 or March 24-26

TYPICAL SCHEDULE FOR A CAMPUS INTERVIEW

Day One

- Arrive at campus no later than 7 p.m.
- Campus orientation
- Apartment tours
- Schedule overview

Day Two

- Interviews with students, graduate students, professional staff and faculty
- Campus and city tours
- Relaxed social gathering

Day Three

- Wrap-up sessions
- Process will wrap up no later than 1 p.m.
- Relaxed social gathering

GETTING TO CAMPUS

Flying

- Book flight into Manhattan (MHK) or Kansas City (MCI).
- A shuttle will pick you up from either airport and bring you to campus. The on-campus offer letter will indicate exact times of the shuttle.

Driving

- You will receive directions to campus and a contact to meet when you arrive.

Lodging

- We will provide all lodging and meals while you're on campus.

REIMBURSEMENT

- All candidates will be reimbursed up to \$350 for their travel.
- You must provide your airline receipt or mileage driven in order to be reimbursed.
- While they are welcome to join you, we cannot pay for the transportation or other expenses of family members or other guests.

SPECIAL NEEDS

You may also wish to meet with a specific group of faculty, students and/or staff. We encourage you to request this at the time we schedule a visit with you. If you need any other special accommodations or information, please let us know.



MEET THE STAFF

staff bios



Opal Albrecht

Opal is an assistant coordinator for apartment living for the West End Neighborhood at Jardine Apartments. She came to K-State in 2012 from the University of Wisconsin-LaCrosse, where she coordinated leadership conferences and spring break trips as a resident assistant. Opal has a bachelor's degree in psychology from Wisconsin-LaCrosse, and is currently pursuing a master's degree in student affairs in higher education and college student development. She is a member of the National Residence Hall Honorary and the National Association of Student Personnel Administrators Graduate Student Affiliate.



Naima Brown

Naima is an assistant coordinator for departmental initiatives. She came to K-State in 2012 from the University of Houston, where she served as a coordinator for the Foundation for Student Leadership and Success. Naima has a bachelor's degree in interdisciplinary education, and is currently working toward a master's degree in counseling and student development. Organizations she belongs to include the Association of College and University Housing Officers-International and the National Association of Student Personnel Administrators.



Seth Ellis II

Seth is an assistant residence life coordinator for the Living Community at Jardine Apartments. He has served the department in multiple roles since 2011, including as multicultural ambassador, advisor to the Association of Residence Halls and a member of the Living Community Hall Governing Board. He obtained a bachelor's degree at K-State in secondary education, and is working on a master's degree in educational leadership. Seth is a member of the National Association of Student Personnel Administrators, and the Association of Residence Halls.



Trevor Gillespie

Trevor is an assistant coordinator for apartment living for the West End Neighborhood of Jardine Apartments. He came to K-State in 2011 from the University of Alaska Fairbanks, where he served as assistant resident director and resident assistant. While at Alaska Fairbanks, he also worked with high school students as a Leadership Institute Mentor and Instructor. Trevor has a bachelor's degree in computer science from Alaska Fairbanks, and he's currently pursuing a master's degree in student affairs in higher education and college student development.



Richard Henderson

Richard is an assistant residence life coordinator for the Living Community at Claffin. He came to K-State in 2012 from McKendree University in Illinois, where he obtained a bachelor's degree in physical education. Richard also has a higher national diploma in sports coaching and development from Angus College in Scotland, and played professional soccer for a Scottish team. He's working toward a master's degree in student affairs in higher education and college student development, and works closely with the International Student Center.



Brooks Hetle

Brooks is a residence life coordinator for Goodnow Hall. He came to K-State in 2012 from Colorado State University, where he served as an assistant residence director. Previously he was employed as an admissions representative and campus visit coordinator for the University of Mary. Brooks has a bachelor's degree in business administration and business communication from the University of Mary, and a master's degree in student affairs in higher education from Colorado State. He's a member of the National Association of Student Personnel Administrators.



Kirsten Andrews

Kirsten is an assistant residence life coordinator for Ford Hall. She came to K-State in 2011, after serving as a resident assistant, senior resident assistant, academic orientation mentor and summer conference hall director at Central Michigan University. Kirsten obtained a bachelor's degree in business administration from Central Michigan, and is currently pursuing a master's degree in student affairs in higher education and college student development. She's a member of the Upper Midwest Region-Association of College and University Housing Officers and the National Association of Student Personnel Administrators. In 2011, Kirsten received the Michael J. Kirkpatrick Leadership Award.



Dave Arnold

Dave is a residence life coordinator for Moore Hall. He came to K-State in 2012 after serving as an assistant residence director of two residence halls at Eastern Illinois University and a resident assistant at Western Illinois University, as well as several other positions in the student housing field. Dave has a bachelor of business degree in marketing and information systems from Western Illinois, and a master's degree in college student affairs from Eastern Illinois. He's a member of the Upper Midwest Region-Association of College and University Housing Officers.



Kelby Burton

Kelby is an administrative hall assistant in Ford Hall. She took on this role in 2013 after serving the department as a resident assistant in Ford for two years. Kelby is a senior in architectural engineering, and is a member of Christian Challenge, the Architectural Engineering Institute and Fellowship of Christian Athletes.



Regina Bennett

Regina is the residence life coordinator for Boyd, Putnam and Van Zile halls (known as Strong Complex). She came to K-State in 2011 after a decade of teaching various grade levels from preschool through college. Regina has a bachelor's degree from K-State in elementary education with an emphasis in English as a second language, and a master of education degree with an emphasis in language and literacy from Arizona State University. She teaches children's literature for preservice teachers.

MEET THE STAFF

staff bios



Christina Hurtado

Christina is the coordinator for student development. She came to K-State in 2011 from St. Cloud State University in Minnesota, where she served as a residence hall director. Christina has also worked as a complex coordinator and admissions counselor. She has a master's degree in organizational leadership from St. Catherine University in St. Paul, Minn., and a bachelor's degree in biology from Southwestern College in Winfield, Kan. Christina is a member of the Upper Midwest Region-Association of College and University Housing Officers, Association of College and University Housing Officers-International and the American College Personnel Association.



Adam Isley

Adam is an assistant residence life coordinator for Putnam Hall. He came to K-State in 2011 from Davenport University, where he served as an assistant residence life coordinator and a resident assistant. Adam has a bachelor's degree in human resource management from Davenport, and is currently working toward a master's degree in student affairs in higher education and college student development. He's a member of the Upper Midwest Region-Association of College and University Housing Officers, from which he received a Top 5 Program award in November 2011.



Jessica Jones

Jessica is an administrative assistant for residence life. She came to K-State in 2012 after earning a bachelor's degree in elementary education from the University of Wyoming and a master of library and information science degree from the University of Oklahoma. Jessica belongs to the American Society for Indexing (ASI)- Rocky Mountain Chapter, for which she serves as a board member.



Mitchell Kidd

Mitchell is an assistant coordinator for apartment living for the Denison Neighborhood of Jardine Apartments. Prior to this role, he served the department as a resident assistant at Jardine and was nominated as RA of the Year. Mitchell has an associates degree in criminal justice from Washburn University, a bachelor's degree in sociology from K-State, and is currently working toward a master's in student affairs in higher education and college student development.



Beth Little

Beth is an assistant coordinator for apartment living for the Denison Neighborhood of Jardine Apartments. She came to K-State in 2012 from the University of Central Missouri, where she served in several roles including community advisor, union building supervisor, alumni ambassador and student/admissions ambassador. Beth has a bachelor's degree in public relations from the University of Central Missouri, where she minored in international studies, and is currently pursuing a master's degree in student affairs in higher education and college student development.



Michael Mueller

Mike is an assistant residence life coordinator for Moore Hall. He came to K-State in 2011 to serve as an assistant coordinator for apartment living for the Plaza Neighborhood at Jardine Apartments from Central Michigan University, where he was employed as a resident assistant and a conference hall director. He completed his bachelor's degree in biology at Central Michigan and is currently working toward his master's degree in student affairs in higher education and college student development.



Christopher Mueller

Chris is an assistant residence life coordinator for Goodnow Hall. He came to K-State in 2012 from Garden City (Kan.) High School, where he served as director of theater. Chris directed and produced plays and musicals, taught courses on acting and public speaking, and coached forensics. He has a bachelor's degree in secondary education from Central Michigan University, and is currently working on a master's degree in communication studies with an emphasis on organizational and instructional communication. Chris is a member of the Beta Theta Pi International Fraternity.



Kyle Myers

Kyle is an assistant coordinator for department initiatives. He co-supervises the cultural and diversity advocates and helps coordinate the Leadership Education and Development (LEAD) seminar. Kyle came to us in 2012 from the University of Northern Iowa, where he earned a bachelor's degree in graphic design and minored in music. He's currently pursuing a master's degree in counseling and student development. He's a member of the Upper Midwest Region-Association of College and University Housing Officers and a member/advisor of the National Residence Hall Honorary.



Eric Neilson

Eric is the assistant director for apartment living. Prior to his arrival at K-State, he served as the assistant director for apartment life at the University of Texas at Arlington, as well as the coordinator for apartments at New Mexico State University. Eric has a bachelor's degree in advertising and a master's degree in college student personnel, both from K-State. He's a member of the Association of College and University Housing Officers-International, and is currently chair of the organization's apartments committee.

MEET THE STAFF

staff bios



Phil Neuman

Phil is an assistant coordinator for apartment living for the Plaza Neighborhood of Jardine Apartments. He came to K-State in 2012 after serving in multiple student housing roles at the University of Wisconsin-Oshkosh. He has also interned for ACUHO-I. Phil has a bachelor's degree in history from Wisconsin-Oshkosh, and is pursuing a master's degree in student affairs in higher education and college student development. Awards he has won include the Great Lakes Affiliate of College and University Residence Halls NRHH-CC Of The Year, and UMR-ACUHO Best New Presenter (Part Time).



Abby Tennant

Abby is an assistant residence life coordinator for Haymaker Hall. She came to K-State in 2011 from the University of North Alabama, where she served as a senior resident assistant, among other housing positions. Abby has a bachelor's degree in English with a concentration in professional writing and a minor in journalism, and is currently working on a master's degree in student affairs in higher education and college student development. In addition to her work as an ARLC, Abby is a Guide to Personal Success (GPS) mentor here at K-State.



Jayme Vehlewald

Jayme is the assistant coordinator for event accommodations, overseeing the rental of event spaces at Jardine Apartments. She joined our department in 2009 as a community assistant and desk manager at Goodnow Hall, and accepted her current position in 2012. She has a bachelor's degree in anthropology and modern languages-German, both from K-State, and is currently pursuing a master's degree in business administration. Organizations Jayme is part of include Phi Beta Kappa academic honor society and Golden Key International Honour Society.



Jake Wakem

Jake is an assistant coordinator for departmental initiatives. He came to K-State in 2012 from the University of St. Thomas in St. Paul, Minn., where he served as an operations manager and assistant hall director. Jake obtained a bachelor's degree in communications and journalism from St. Thomas, and is working toward his master's in student affairs in higher education and college student development. He is a member of the Upper Midwest Region-Association of College and University Housing Officers, and was selected to participate in the Association of College and University Housing Officers-International STARS College in 2011.



Tonya Wessel

Tonya is an apartment area coordinator for the West End Neighborhood of Jardine Apartments, as well as the coordinator for departmental employee development. She came to K-State in 2006 from Purdue University, where she served as a staff resident for university residences. Tonya also spent a summer as an Association of College and University Housing Officers-International intern for Conference Operations with the Office of Residence Life. She has a bachelor's degree in elementary education and a master's degree in counseling and development, both from Purdue. Tonya is a winner of the Inspire by Example: Outstanding Staff Member Award and a National Residence Hall Honorary Advisor of the Month.



Maggie Roque

Maggie is the assistant residence life coordinator for Marlatt Hall. Prior to her arrival at K-State, she served as a resident assistant and advisor for her hall governing board. In 2010, Maggie attended STARS College. She has a bachelor's degree in psychology from the University of Iowa, and is currently working toward a master's degree in student affairs in higher education and college student development.

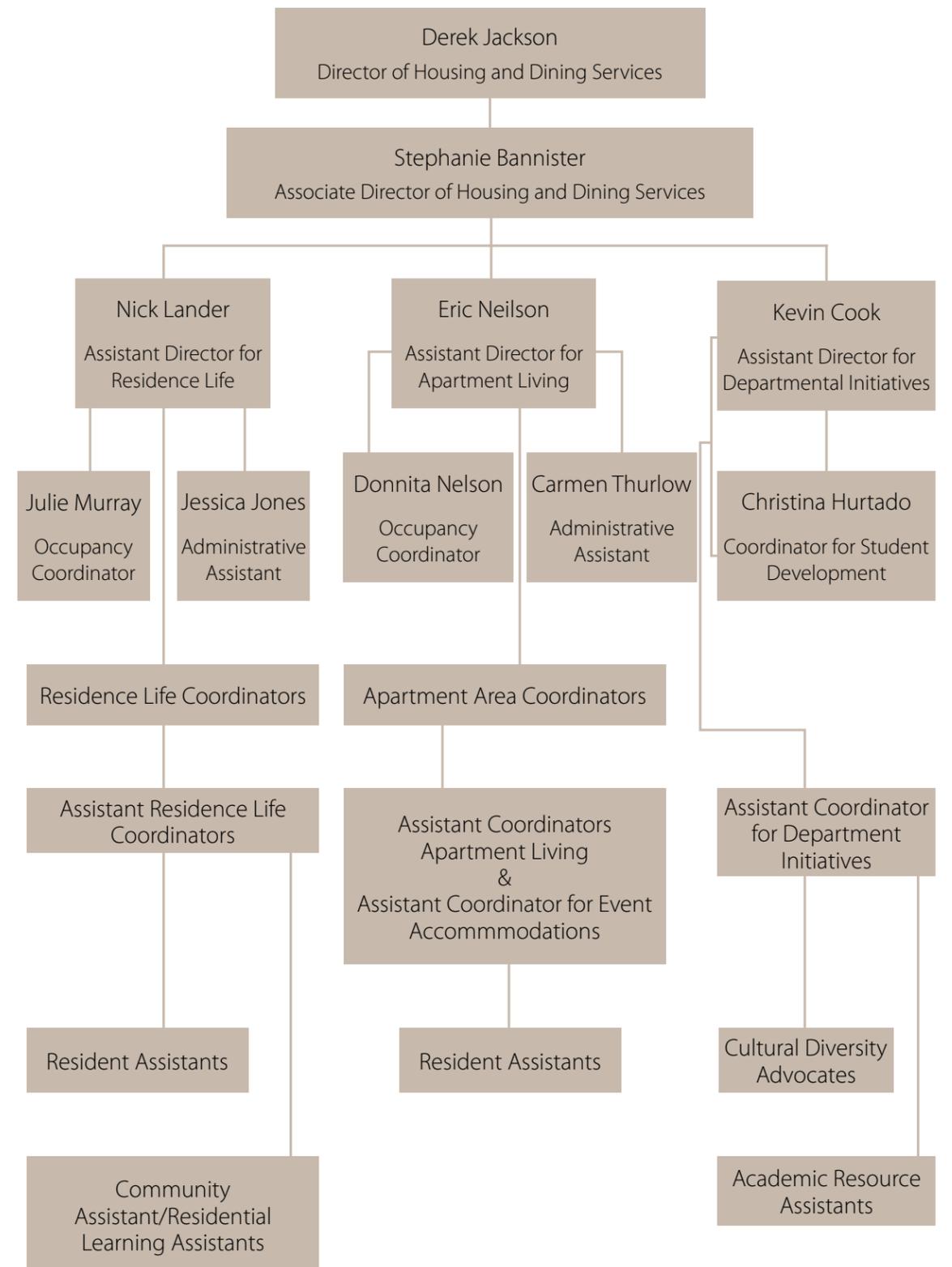


Glenn Spurlin III

Glenn is a residence life coordinator for the Living Community at Jardine. He came to K-State in 2012 from Clemson University, where he served as a graduate hall director for both apartments and traditional residence halls. Glenn has a bachelor's degree in biology from Winthrop University in Rock Hill, S.C., and a master's degree in counselor education (student affairs) from Clemson. He won the Outstanding Graduate Student Award from Clemson in 2012.

ORGANIZATIONAL CHART

housing & dining services student living staff



STAFF

we provide an affordable, safe and engaging living environment for our students to complement the academic and social demands of the college experience

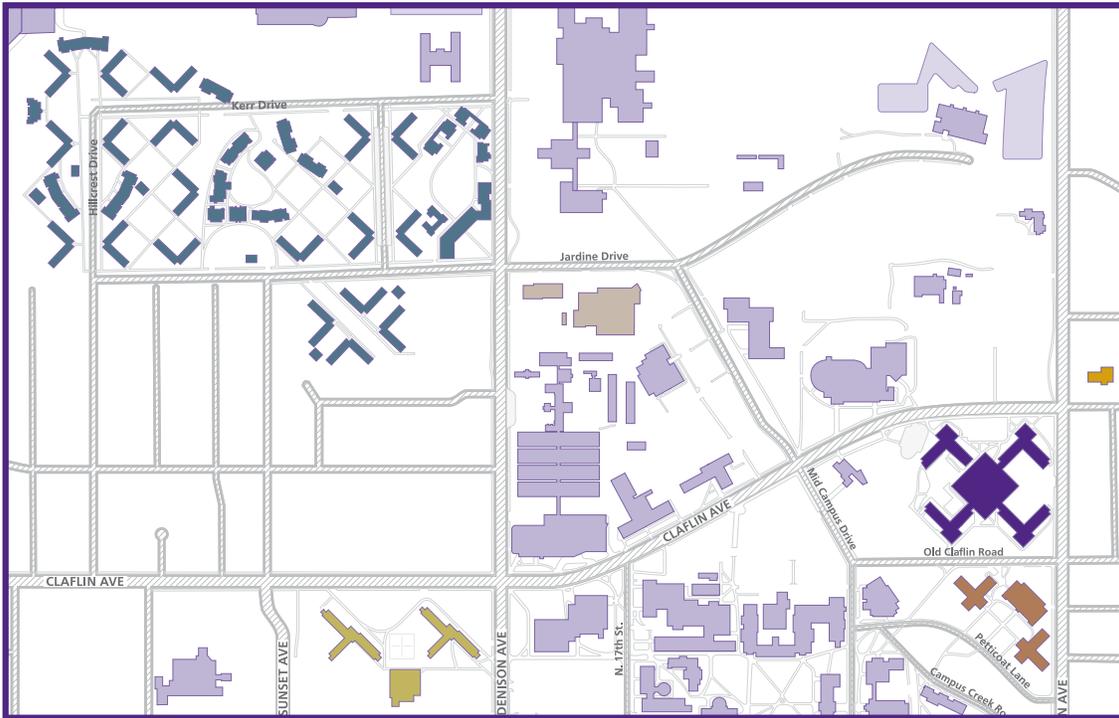


Notice of Nondiscrimination

Kansas State University is committed to nondiscrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation, or other nonmerit reasons, in admissions, educational programs or activities and employment (including employment of disabled veterans and veterans of the Vietnam Era), as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries concerning Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Act of 1990, has been delegated to Clyde Howard, Director of Affirmative Action, Kansas State University, 214 Anderson Hall, Manhattan, KS 66506-0124, (Phone) 785-532-6220; (TTY) 785-532-4807.

02/2013—150

NOTES



Administrative Offices

Derby Complex

Jardine Apartments

Kramer Complex

Smurthwaite

Strong Complex

housing.k-state.edu



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