Position Announcement for

**Area Coordinator for Student Recruitment and Academic Support**

The Department of Housing and Dining Services, Kansas State University, Manhattan, Kansas, invites qualified applicants for the position of Area Coordinator for Student Recruitment and Academic Support (ACRAS). Kansas State University is a public doctoral research institution with over 24,000 students and over 6,000 faculty and staff, located in the picturesque Flint Hills of northeastern Kansas, approximately 120 miles west of Kansas City. Manhattan is a city of 56,000 offering an exceptional quality of living, with excellent schools and diverse cultural and social activities.

**Position Information:** The Area Coordinator for Student Recruitment and Academic Support (ACSRAS) is a 12-month full-time, unclassified professional, live-out position and reports to the Assistant Director for Departmental Initiatives. The anticipated start date is June 1, 2015.

**General Description:** Under the direction of the Assistant Director for Departmental Initiatives, the ACSRAS serves as part of a dynamic Area Coordinator team alongside the Area Coordinator for Apartment Living, Area Coordinator for Residence Life and Area Coordinator for Student Development. The ACSRAS is a professional position responsible for representing the Department of Housing and Dining Services to prospective students and their families, overseeing the day-to-day operations of two academic resource centers, and the Honors House. This will include the co-supervision of 4 Assistant Coordinators for Departmental Initiatives (graduate assistants) and indirect supervision of 20 Academic Resource Assistants and 2 Resident Assistants; group presentations; student development; training; advising student groups; administrative and managerial responsibilities; facilities management; and professional development and collaborative work with other senior staff members within all areas of Housing and Dining Services. The ACSRAS assesses, contributes to, and oversees the implementation and enhancement of student learning outside of the classroom through a wide range of programmatic endeavors including collaboration with campus wide academic resources and support services. The ACSRAS also implements, assesses and collaborates on all aspects of the new student recruitment process, and serves on and chairs departmental and university committees.

**Responsibilities:**

- Directs, oversees and administer the recruitment of new students to live on-campus at K-State.
- Organize Housing and Dining Services presence at events at the request of the University.
- Oversee departmental efforts for Orientation and Enrollment, Open House and Family Day.
- Advise the Housing and Dining Ambassador student volunteers.
- Manage the on-campus housing tour processes.
- Direct, oversee and administer the operation of academic resource centers and other academic resources for residential students.
- Provide direction for the selection, training and supervision of Academic Resource Assistants.
- Collaborate with campus departments and offices that provide academic support services for students.
- Develop new opportunities to support students academically.
- Select, train and supervise and evaluate Assistant Coordinators for Departmental Initiatives (graduate assistants) in collaboration with the Area Coordinator for Student Development.
- Oversee the selection, training and supervision of hourly student employee(s) to ensure staffing for student residents.
• Directs, oversees, and administers the operations of the Honors House. Prepares reports; maintains records; approves student charges for damages or maintenance work and hears appeals for charges; manages student behavior issues within the house; manages program account and Social and Educational funds. Coordinate weekly meetings with Assistant Coordinator for Departmental Initiatives, that supports the Honors House, and the Resident Assistants that serve the residents.

• Assist staff of the Honors House with student issues concerning academics, peer conflicts, personal problems, etc. Provide leadership for educational, recreational, cultural, and social programs that complement student and community development goals within the Honors House. Attends weekly meetings and sponsored community activities.

• Collaborate with K-State First in implementation of Residential CAT Community program. Assist with hiring and training of associated student staff, training for residential life staff and promotion of the program.

• Maintain positive relationships with the University and Manhattan community, campus leadership, students, faculty, staff, parents and guests.

• Perform other duties to include, but not limited to, participation on departmental and university committees, task forces, professional development activities and special projects.

Qualifications: Requires a Master’s degree in student personnel or related area; a minimum of three years, full-time work in housing administration or related student affairs work is required with increasing levels of responsibility; and proven ability to integrate and implement current student development theory and practice with quality customer service. Must be able to work variable hours including evening and weekends as needed. Some travel to K-State recruitment related events is required. Prefer experience with community living, leadership development, programming, new student recruitment, academic support services.

Salary and Benefits: The starting salary is $42,000-$46,000 per year depending upon qualifications and includes eligibility for university benefits including health, dental and life insurances, retirement plan, paid leave time and professional development funds. Refer to http://www.k-state.edu/hr/current-employees/benefits/summary.html for a complete summary.

To Apply: Please submit letter of application, resume, and names, addresses and telephone numbers of three work references to: Kevin Cook, Assistant Director for Departmental Initiatives, Housing and Dining Services, 104 Pittman Building, Kansas State University, Manhattan, KS 66506-4601 or email kcook@ksu.edu.

Some pre-screening interviews will be scheduled at the ACPA 2015 Tampa Convention and The Placement Exchange in New Orleans in March 2015. Early submission of your application to this event will enable you to be considered for a prescheduled screening interview.

Application Deadline: Screening of applications will begin March 9, 2015, and will continue until the position is filled.

Questions: You may contact Kevin Cook, email kcook@ksu.edu, telephone 785-532-2644 with questions about the duties assigned to this position.