WELCOME HOME

STAFF RECRUITMENT 2015
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DEAR CANDIDATE,

Thank you for considering Kansas State University and our positions here at Housing and Dining Services. Every year, one of the most impactful decisions we make is the selection of our new staff. We take pride in our recruitment process, which shows that we care about you as a person. We help candidates evaluate our positions, campus and community, and in the end we help you make a decision about joining our family.

The students and staff at K-State will support you and challenge you to grow as you learn about guiding students and facilitating their needs. We use a development lens to make decisions about our work with students, and in turn our leadership team uses a similar philosophy in the development of our staff. We have a strong, experienced team ready to assist you should you choose to make Manhattan your home.

Our department is growing rapidly with the addition of new facilities and the renovation of existing ones. Recently, we opened the Honors House to complement our other long-standing scholarship house, Smurthwaite Leadership/Scholarship House. Both of these intimate living/learning environments are important to our students as well as to our campus. We’re also in the construction phase of a new residence hall and dining center. These new facilities are slated to open in fall of 2016, and will emphasize the development of a residential academy.

You can learn more about our campus and its future through the K-State 2025 plan, found at www.k-state.edu/2025. This plan outlines our goal to become a top 50 public research university in the United States by the year 2025.

During this process, please know that it’s our intention to communicate information to you in a timely fashion. If you need answers to questions at any time, please call and ask.

Sincerely,

Derek Jackson, 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. 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.
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, a leadership/scholarship house and a house for honors students, and more than 1,500 residents in our apartment community. In 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 and nontraditional K-State students. In 2016, a new residence hall and dining center will open to accommodate 540 additional students.

JARDINE APARTMENT CORNERSTONES

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

TRADITION

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.

EDUCATION

Residents and staff will be impacted and enriched through the enhanced EDUCATION provided by the resources available 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 if you become a citizen of this unique community. You will make connections between life lessons and academics that will leave you better prepared for the “real world.”

GLOBAL

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 live, work and play alongside one another.

IMAGINATION

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 special-projects framework for our departmental initiatives staff.

ACADEMICS

ACADEMICS remain a focus of all staff members working in residence life. Academic support can be found in our academic resource center, which provides quiet study spaces, computers for student use, help with study skills, and copying and printing services. We offer students the opportunity for involvement in several specialized living/learning environments.

DIVERSITY

The appreciation of DIVERSITY is an important part of a student’s development. Each of our residence halls or communities is partnered with a cultural and diversity advocate who serves as a voice for underrepresented students, provides diversity-related educational opportunities for all students and works with hall staff to increase residents’ cross-cultural competencies.

LEADERSHIP

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. We explore the topic in greater depth during a seminar series for on-campus students.
Tuition is currently $367.60 per credit hour. Full-time enrollment for graduate students is nine credit hours per academic term. Most graduates take 39 credit hours, totaling $14,336.40 in tuition expenses. Students will have approximately $320 in fees per semester. 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 also are an option.

HEALTH CARE

Health care through Lafene Student Health Center is paid for with student fees. Student health insurance options are available. For more information, go to 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. Therefore, based on guidelines set by the state of Kansas, tuition waivers are not available. However, you will receive an annual stipend of $15,000 for expenses.
- Additional funding is offered for professional development opportunities.
- Graduate assistants are paid the same stipend amount during the summer, but typically take fewer classes. 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.

There are also items you may wish to purchase, such as a season football pass ($150) or a football/basketball pass ($235). A parking permit is $170.

RESOURCES

KSU Financial Aid: k-state.edu/sfa
Health Insurance: www.k-state.edu/lafene/studentinfo.html
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. 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 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, 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.

RESIDENTIAL LIVING

Nine 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 has been recognized as one of the best programs in the United States. Our facilities include three residential dining centers, a sports grill, a bakery, a coffee shop and several convenience stores right here on campus. Whether you need a healthy, delicious meal, a late night study snack or a warm chocolate chunk cookie, we’ve got it covered.
AN EXCELLENT QUALITY OF LIFE

The Princeton Review, an education services company, surveyed 130,000 college students to rank schools in 62 categories, including best quality of life and happiest students. Their book, “The Best 379 Colleges,” identifies the top 20 schools in each category. The student surveys ranked K-State No. 3 for best quality of life; No. 5 for great campus and community relations; No. 5 for athletic schools; No. 7 for happiest students; No. 11 for best career services; No. 11 for students who pack the stadiums; and No. 14 for best-run colleges.

OUR PLANS FOR THE FUTURE

In response to the growing demand for our services, we’re currently in the process of building a new residence hall and dining center adjacent to our halls on the west side of campus.

The new facility will be named Wefald Hall in honor of former K-State president Jon Wefald. It, plus renovations to the two existing residence halls in the community, is scheduled for completion in 2016.

To learn more about this project, go to housing.k-state.edu/resources/construction.

WEFALD HALL

RESIDENCE HALL

• 540 beds
• 129,000 square feet
• Eight floors

KRAMER DINING CENTER

• Nearly 60,000 square feet
• Kitchen, preparation space and spacious dining rooms designed to serve a student population of 1,850
• From-scratch meals
• Additional retail space and design for dining hours flexibility
• Multipurpose space for classroom and conference use, plus a demonstration kitchen/learning lab for students taking hospitality management and dietetics classes.
KATIE ALLGOOD  
Assistant Coordinator for Departmental Initiatives

Katie came to K-State in 2014 from Azusa (Calif.) Pacific University, where she was a resident advisor and community advisor. She has also served as a library communications specialist for the City of Azusa. Katie has a bachelor’s degree in interpersonal and organizational communications from Azusa.

DAVE ARNOLD  
Residence Life Coordinator, Moore Hall
daearnold@k-state.edu

Dave came to K-State in 2012 after serving as an assistant residence director of two residence halls at Eastern Illinois University, a resident assistant at Western Illinois University, and 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.

STEPHANIE BANNISTER  
Associate Director of Housing and Dining Services
sbann@k-state.edu

Stephanie oversees marketing and communications for the department as well as the student living area, which includes apartment living, residence life, departmental initiatives and summer conferences. Stephanie also supervises administrative, professional, graduate and student staff. She has a bachelor’s degree in communications from Fort Hays State University, a master’s degree in education from the University of Kansas and a doctorate in counseling and student personnel from K-State.

ANDREW BECK  
Assistant Coordinator for Departmental Initiatives, Honors House

Andrew came to K-State in 2013 from North Dakota State University, where he served as an assistant hall director, resident assistant, tour guide, and Conferences, Orientation and Recruitment (COAR) team leader. Andrew has a bachelor’s degree in human development and family science, with minors in women and gender studies and individual and family wellness, all from North Dakota State.
QUINCY BEVELY
Assistant Apartment Living Coordinator, Denison Neighborhood
Quincy 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, both from Northern Illinois.

CALVIN BOREN
Assistant Residence Life Coordinator, Marlatt Hall
Cal came to K-State in 2013 from the University of Wisconsin Oshkosh, where he was employed as an associate conference coordinator, manager on duty for conference services, community development specialist, community advisor and senior community advisor. Cal has a bachelor’s degree in education from UW Oshkosh.

BARBARA BRAGA
Residence Life Coordinator, Marlatt Hall
babbie@k-state.edu
Barbara came to K-State in 2014 from Arkansas Tech University, where she was a resident director. She has a bachelor’s degree in English-creative writing with a minor in leadership studies from K-State, and a master’s degree in college student personnel from Arkansas Tech.

GEORGIA CAMPBELL
Assistant Apartment Living Coordinator, Living Community at Jardine
Georgia accepted the position of assistant apartment living coordinator in 2014 after serving as a resident assistant and an executive board member of the Union Program Council at K-State. She has a bachelor’s degree in family studies and human services with a minor in women’s studies from K-State.

KEVIN COOK
Assistant Director for Departmental Initiatives
kcook@k-state.edu
Kevin 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 the Strong Community and coordinator for enrollment management and academic affairs. He has a bachelor’s degree in biology from Southeast Missouri State University and a master’s degree in student affairs administration in higher education from Ball State University. He’s currently pursuing a doctorate in student affairs in higher education at K-State.

DANIELLE DECUIR
Area Coordinator for Residence Life
ddecuir@k-state.edu
Danielle came to K-State in 2014 from Northeastern University in Boston, where she was a residence director. She has also served as a residence hall director at the Illinois Institute of Technology in Chicago, a resident advisor at the University Center in Chicago and as an assistant coordinator for departmental initiatives at K-State. Danielle has a bachelor’s degree in business administration and finance from Roosevelt University in Chicago, and a master’s degree in counseling and student development from K-State.
MEET THE FAMILY

Coordinators

RONNELL DUBOSE
Residence Life Coordinator, West and Haymaker Halls

Ronnell came to K-State in 2013 from Ball State University, where he served as a resident manager in the Ball State University Apartments. Ronnell has a bachelor’s degree in business management with minors in international management and communications from Oakland University in Rochester, Mich., and a master’s degree in student affairs administration in higher education from Ball State.

KYLE EVANS
Assistant Coordinator for Departmental Initiatives

Kyle came to K-State in 2014 from California Lutheran University, where he was a senior resident assistant and alcohol education intern. He also served as an ACUHO-I intern summer resident director at Eastern Illinois University, and as an instructional assistant for physical education at Red Oaks Elementary School in Oak Park, Calif. Kyle has a bachelor’s degree in exercise science from California Lutheran.

SARAH FRESE
Residence Life Coordinator, Ford Hall

Sarah came to K-State in 2011 after serving as a graduate assistant at Ball State University and a resident assistant at the University of South Florida and the University of Tennessee. Prior to her position at Ford Hall, Sarah was a residence life coordinator for Smurthwaite Leadership/Scholarship House and West Hall. She has a bachelor’s degree in communication sciences and disorders from the University of South Florida and a master’s degree in student affairs administration in higher education from Ball State University.

EDDY GONZALEZ
Assistant Residence Life Coordinator, Goodnow Hall

Eddy came to K-State in 2014 from Florida International University, where he was a resident assistant, community assistant and admissions tour guide. He has a bachelor’s degree in psychology with a minor in English and a certificate in film studies, all from FIU.
JAMIE HERRYGERS
Assistant Residence Life Coordinator, Ford Hall

Jamie came to K-State in 2013 from Central Michigan University, where she worked as a resident assistant, admissions intern, academic orientation mentor and first-year experience instructor. Jamie has a bachelor’s degree in communications from Central Michigan.

BROOKS HETLE
Residence Life Coordinator, Goodnow Hall

Brooks 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 in Bismarck, N.D. 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.

ANNA HOLBROOK
Assistant Apartment Living Coordinator, West End Neighborhood

Anna came to K-State in 2014 from the University of Wisconsin-La Crosse, where she was a hall director and resident assistant. She has also served as a student service coordinator at the University of Wisconsin-Marshfield/Wood County. Anna has a bachelor’s degree in psychology with a minor in Spanish from UW-La Crosse.

CHRISTINA HURTADO
Area Coordinator for Student Development

Christina came to K-State in 2011 from St. Cloud State University in Minnesota, where she served as a residence hall director. Christina also has experience as a community coordinator and admissions counselor. She has a bachelor’s degree in biology from Southwestern College in Winfield, Kan., and a master’s degree in organizational leadership from St. Catherine University in St. Paul, Minn.

SAMANTHA HYLAND
Assistant Residence Life Coordinator, West Hall

Sam came to K-State in 2013 from the University of Northern Colorado, where she was a senior resident assistant, diversity mentor, new student orientation coordinator and mental health educator. Sam has a bachelor’s degree in communication studies from Northern Colorado.
MEET THE FAMILY

JESSICA JONES
Administrative Assistant for Residence Life
Jessica came to K-State in 2012 with a bachelor’s degree in elementary education from the University of Wyoming and a master’s degree in library and information studies from the University of Oklahoma.

MANPRIT KAUR
Assistant Residence Life Coordinator, Haymaker Hall
Manprit came to K-State in 2014 from Grand Valley State University in Allendale, Mich., where she was a resident assistant. She has a bachelor's degree in criminal justice with a minor in juvenile justice from GVSU.

JEROME KIRBY
Apartment Living Coordinator, West End Neighborhood
jkirby@k-state.edu
Jerome came to K-State in 2014 from the University of Texas at Arlington, where he was a resident assistant, lead resident assistant and graduate assistant residence director. He has a bachelor’s degree in biology and a master’s degree in educational leadership and policy studies, both from UT Arlington.

LUKE KLEFSTAD
Assistant Residence Life Coordinator, Putnam Hall
Luke came to K-State in 2014 from the University of Wisconsin-La Crosse, where he served as a resident assistant, student alumni ambassador and admissions ambassador. He has a bachelor’s degree in marketing from UW-La Crosse.

NICK LANDER
Assistant Director for Residence Life
Nick came to K-State in 2006 as the coordinator for leadership development from the University of Arizona, where he worked as a complex director. Prior to his position there, he was employed as an assistant residence hall director at Ball State University. He has a bachelor’s degree in psychology from K-State with minors in leadership studies and American ethnic studies, and a master’s degree in student affairs administration in higher education from Ball State.
Theresa came to K-State from the University of Northern Iowa, where she served as a resident assistant, career services career guide, orientation staff leader and student admissions ambassador. Theresa has a bachelor’s degree in biochemistry and biology from Northern Iowa.

Derek came to K-State in 2014 from Oakland University in Rochester, Mich., where he served as a resident assistant and night watch student security officer. He has a bachelor’s degree in sociology and anthropology with a concentration in criminal justice from Oakland.

Corinne came to K-State in 2013 from the University of Illinois at Chicago, where she worked with students as a resident assistant, senior resident assistant, and senior resident assistant of service and leadership. Corinne has a bachelor’s degree in biological sciences from UIC.

Nicole came to K-State in 2013 from the University of Wisconsin-La Crosse, where she served as a resident assistant and career services intern. Nicole has a bachelor’s degree in English rhetoric and writing from UW-La Crosse.
MEET THE FAMILY

CHRIS MUELLER
Residence Life Coordinator, Strong Community

Chris came to K-State in 2012 from Garden City (Kan.) High School, where he served as director of theater. He has a bachelor’s degree in secondary education from Central Michigan University, and a master’s degree in communication studies with an emphasis on conflict management and organizational communication from K-State.

ERIC NEILSON
Assistant Director for Apartment Living

Eric is the assistant director for apartment living. Prior to his arrival at K-State in 2011, 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.

CARLIE NESS
Area Coordinator for Student Recruitment and Academic Support

Carlie came to K-State in 2014 from St. Mary’s University of Minnesota in Winona, Minn., where she was a student success specialist and academic advisor. Carlie’s past experience also includes serving as an academic advisor/recruitment and orientation coordinator for the College of Business at Oregon State University, and a student success coordinator for the Minnesota School of Business in Rochester, Minn. She has a bachelor’s degree in communication studies from Gustavus Adolphus College in St. Peter, Minn., and a master’s degree in college student affairs from Nova Southeastern University in Ft. Lauderdale, Fla.

SARA PETERS
Assistant Coordinator for Departmental Initiatives, Smurthwaite Leadership/Scholarship House

Sara came to K-State in 2014 from the University of Wisconsin-La Crosse, where she was a campus tour guide, academic resource assistant, resident assistant and residence life office staff member. She has a bachelor’s degree in communication studies from UW-La Crosse.

GLENN SPURLIN III
Residence Life Coordinator, Living Community at Jardine

Glenn 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, and a master’s degree in counselor education and student affairs from Clemson.

BRANDON L. THOMPSON
Area Coordinator for Residence Life

Brandon came to K-State in 2014 from East Carolina University in Greenville, N.C., where he was a residence hall coordinator. He has a bachelor’s degree in communication studies and a master’s degree in counseling and student development, both from Eastern Illinois University in Charleston, Ill.

TONYA WESSEL
Area Coordinator for Apartment Living

Tonya came to K-State in 2006 from Purdue University, where she served as a staff resident for university residences. Before accepting her current position as area coordinator, Tonya was employed as an apartment living coordinator for the West End Neighborhood at Jardine Apartments. Tonya also spent a summer as an ACUHO-I intern. She has a bachelor’s degree in elementary education and a master’s degree in counseling and development, both from Purdue.
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.
PROFESSIONAL
RESIDENCE LIFE COORDINATOR (RLC)
KANSAS STATE UNIVERSITY HOUSING AND 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, facilities management, professional development, and administrative and managerial responsibilities. It also involves the staffing and supervision of one or two graduate assistant residence life coordinators and 10 to 18 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 student conduct proceedings, occupancy management and MAP-Works implementation. RLCs also serve on departmental and university committees.

QUALIFICATIONS
This 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.

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

CONTACT INFORMATION
Brooks Hetle: brookshetle@k-state.edu
Brandon L. Thompson: brandonthompson@k-state.edu
Nick Lander: lander@k-state.edu

HOW TO APPLY
If you are interested in applying for a residence life coordinator position, please submit the following. Background check is required.
• Cover letter
• Resume
• Three references

Contact information
Nick Lander
K-State Housing and Dining Services
104 Pittman Building
Manhattan, KS 66506-4601
Email: lander@k-state.edu
Phone: 785-532-7659
Fax: 785-532-0300

RESPONSIBILITIES
• Compile various reports, maintain records, and oversee check-ins, checkouts 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 and 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 those for 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), residential learning assistants (RLAs), community assistants (CAs), door assistants (DAs) and student office workers
• Work with the Departmental Initiatives Team and academic colleges to ensure 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, and assist 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 and correspond with complainants and respondents to determine hearing routes
PROFESSIONAL
APARTMENT LIVING COORDINATOR (ALC)
KANSAS STATE UNIVERSITY HOUSING AND DINING SERVICES

JOB SUMMARY
Under the direction of the assistant director for apartment living, the apartment living coordinator will provide leadership and supervision for an apartment community of six to 10 new, renovated and existing buildings. The primary function of the ALC is to direct and oversee the operations of an apartment community. Duties include staff training, student development, student group advising, facilities management, professional development, supervision of graduate and undergraduate staff, and administrative and managerial responsibilities. The ALC assesses, contributes to and oversees the implementation and enhancement of student learning outside the classroom through a wide range of programmatic opportunities, and serves as the primary leader for student conduct proceedings and occupancy management in their communities.

QUALIFICATIONS
This 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. Experience working with on-campus apartment housing is preferred.

REMUNERATION AND BENEFITS
The apartment living coordinator is a 12-month, full-time, benefits-eligible unclassified position and reports to the area coordinator. This is a live-in position. The starting salary is $35,000 per year and includes a comprehensive benefits package including meal plan, retirement plan, paid leave time, and health, dental and life insurances. Refer to www.k-state.edu/hr/current-employees/benefits/summary.html for a complete summary.

CONTACT INFORMATION
Brooks Hetle: brookshetle@k-state.edu
Brandon L. Thompson: brandonthompson@k-state.edu
Tonya Wessel: twessel@k-state.edu

HOW TO APPLY
If you are interested in applying for an apartment living coordinator position, please submit the following. Background check is required.
• Cover letter
• Resume
• Three references

Contact information
Tonya Wessel
K-State Housing and Dining Services
104 Pittman Building
Manhattan, KS 66506-4601
Email: twessel@k-state.edu
Phone: 785-532-7659
Fax: 785-532-0300

RESPONSIBILITIES
• Direct, oversee and administer the operations of an apartment community to include facilities management
• Administer daily facility activities to ensure safety
• Prepare reports, maintain records and oversee check-ins, checkouts and room changes
• Maintain key inventory, key replacements and related records
• Inspect facility and submit work orders as needed; manage coordinator program account and social and educational (S&E) funds
• Interact with students on a regular basis to provide information and assistance concerning academics, peer conflicts, personal problems, etc.
• Proactively seek out opportunities to engage and interact with students; be accessible and visible to students
• Advise student leadership groups and attend weekly meetings and sponsored activities
• Develop, implement and evaluate programs and activities within Jardine Apartments through supervision of student staff and in close interaction with the Departmental Initiatives Team
• Select, train, supervise and evaluate graduate assistants and student employees to ensure successful programs for residents
• Follow all affirmative action, human resources, and university policies and procedures as prescribed by departmental, state and federal requirements
• Coordinate with graduate assistants and hourly student employees to provide programming activities; educate, train, advise and assist residents, student group members and staff regarding policies and rules
• Participate in annual student and graduate staff selection
• Collaborate with university and departmental staff to ensure student needs are met; work closely with the assistant director for departmental initiatives and university academic affairs staff as well as staff from academic colleges to ensure the academic needs of residents are met
• Maintain positive relationships with the university, community, campus leadership, students, faculty, staff, parents and guests
• Perform other duties, including (but not limited to) participation on departmental and university committees, task forces, professional development activities and special projects
• Serve in 24-hour, year-round, on-call rotation (including weekend and holiday coverage) to respond to any situations that may arise, offering immediate support and resources to students and staff involved
• Teach a community leadership class through the College of Education to provide positive and meaningful learning experiences for students
GRADUATE ASSISTANT APARTMENT LIVING COORDINATOR (AALC) KANSAS STATE UNIVERSITY HOUSING AND DINING SERVICES

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

REQUIREMENTS
The AALC 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, as are some holiday periods. Any additional employment must be approved in advance. The AALC is supervised by an apartment living coordinator.

REMNUNERATION 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).

HOW TO APPLY
If you are interested in any of our graduate assistantships, please submit the following. Background check is required.
• Cover letter stating your intended program of study
• Resume
• Unofficial transcript
• Contact information for three references

Contact information
Jessica Jones
K-State Housing and Dining Services
104 Pittman Building
Manhattan, KS 66506-4601
Email: reslife@k-state.edu
Phone: 785-532-7659
Fax: 785-532-0300

RESPONSIBILITIES
SUPERVISION
• Supervise resident assistant 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
• 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
GRADUATE ASSISTANT COORDINATOR FOR EVENT ACCOMMODATIONS (ACEA)
KANSAS STATE UNIVERSITY HOUSING AND DINING SERVICES

JOB SUMMARY
The assistant coordinator for event accommodations works closely with the apartment living coordinators to facilitate community development and student success in an apartment setting by overseeing the operation of event spaces in multiple locations. The ACEA assists in the management of apartment operations that support academics, involvement, diversity, and recruitment and retention efforts. This position 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, as are some holiday periods. Any additional employment must be approved in advance. The ACEA is supervised by an apartment living 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).

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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
- 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 staff to facilitate the rental process
- Facilitate assessment surveys to provide feedback on effective procedures for event spaces and customer service
GRADUATE ASSISTANT RESIDENCE LIFE COORDINATOR (ARLC)
KANSAS STATE UNIVERSITY HOUSING AND 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 650 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. 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, as are 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).

HOW TO APPLY
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- Cover letter stating your intended program of study
- Resume
- Unofficial transcript
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RESPONSIBILITIES

SUPERVISION
- Participate in the recruitment, selection, training, supervision and evaluation of the resident assistants (RAs), community assistants (CAs) 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
- Potentially 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 community and hall
- Coordinate building openings and closings, as well as 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
GRADUATE ASSISTANT COORDINATOR FOR DEPARTMENTAL INITIATIVES (ACDI) KANSAS STATE UNIVERSITY HOUSING AND DINING SERVICES

JOB SUMMARY
The Assistant Coordinator for Departmental Initiatives (ACDI) 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. There are four ongoing ACDI positions, two of which are live-in programming positions, one live-in position at Smurthwaite Leadership/Scholarship House, and one live-in position at the Honors House. The responsibilities listed below are reassigned on an annual basis. This position shares responsibilities with and is co-supervised by the area coordinator for student development and the area coordinator for student recruitment and academic support. 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 designated 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, as are some holiday periods. Any additional employment must be approved in advance.

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.)

HOW TO APPLY
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- Cover letter stating your intended program of study
- Resume
- Unofficial transcript
- Contact information for three references

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Fax: 785-532-0300

RESPONSIBILITIES

SUPERVISION
- Participates in recruitment, selection, training, supervision, and evaluation of the cultural and diversity advocates (CDAs), academic resource assistants (ARAs), Smurthwaite Leadership/Scholarship House Executive Board or Honors House resident assistants (RAs)
- Attends weekly meetings and student-staff sponsored activities

ADVISING
- Advises student groups such as the Housing and Dining Ambassadors, the Association of Residence Halls (ARH) and the National Residence Hall Honorary (NRHH)

ADMINISTRATIVE SKILLS
- Develops programs to support the specific needs of underrepresented populations on campus and within the housing system.
- Presents programs to outside groups on topics relevant to the focus areas
- Coordinates the Academic Stars student recognition program
- Coordinates the Professor of the Year award process

FISCAL MANAGEMENT
- Assists in the management of student-group or house budgets
- Assists in managing the Departmental Initiatives budget

PROFESSIONAL DEVELOPMENT
- Attends and participates in all staff meetings, training sessions and in-service activities
- Attends departmental professional development events
- Develops training and personal and professional development experiences

COMMUNICATION
- Interacts with students on a regular basis and provides information and assistance concerning academic issues, peer conflicts and personal problems
- Organizes a spring phone-a-thon
- Meets with prospective students and their families
- Conducts presentations for prospective students and families
- Participates in on-call duty rotation
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. Most of our graduate assistants choose to obtain a Master of Science in Counseling and Student Development with an emphasis in 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 with specific reasons for the selection of your field of study, contemplated research areas and professional plans on a separate sheet of paper.
• Standardized test results (depending on your graduate program).

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
August 1 for spring (January) enrollment
December 1 for summer (June) enrollment
The Department of Special Education, Counseling and Student Affairs offers a Master of Science 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 help the student 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 select one of three 15-hour options.

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).
- A one- to two-page statement of goals and professional experience (see application for more details).

Complete the graduate school application online and pay application fee. All other materials must be sent as an electronic file or as a hard copy to:

Cassandra Llewelyn
369 Bluemont Hall
Kansas State University
Manhattan, KS 66506
Phone: 785-532-5541
Email: cjwalker@ksu.edu

Access the M.S. in CSD program booklet:
coe.k-state.edu/academics/graduate/sacsd.html

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

CORE COURSES EDCEP:
COLLEGE STUDENT DEVELOPMENT EMPHASIS
- 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 or comprehensive exam requirement
The full Kansas State University campus map can be found at k-state.edu/maps.