



THE  
**K-STATE**  
STORY

STAFF RECRUITMENT 2020

## DEAR CANDIDATE,

We're glad to see you're considering a position here at Kansas State University Housing and Dining Services. One of our most important opportunities to impact our students, the K-State culture and the future of our organization is in the recruitment of exceptional staff. We have a reputation for taking great care of potential staff members during the recruitment process, and I know that you will be taken care of, too. We will be timely and forthcoming in our process, and should you ever need anything, all you have to do is ask.

Our department is in a dynamic time and place, with many recent construction projects and more in the planning phases. We are not only changing our physical structures, but also partnering with our colleagues in Student Life and Academic Affairs to foster outside-the-classroom learning. We have a robust First-Year Experience program and we're working with a separate, grant-funded program to help our first-gen students persist to graduation as well. You will find our staff to be energetic, professional and engaging in their efforts to develop the best experience for the students and for the staff who support them.

You can learn more about the future of our campus through the K-State 2025 plan, found at [www.k-state.edu/2025](http://www.k-state.edu/2025). The plan outlines our goal to becoming a top 50 public research university by 2025.

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

Sincerely,



Derek Jackson, Associate Vice President and Director of Housing and Dining Services  
[derekaj@k-state.edu](mailto:derekaj@k-state.edu)



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

# WELCOME

# STATEMENT OF DIVERSITY

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

## STUDENT LIVING MISSION

We will support students by

**ENGAGING** in collaborative

**RELATIONSHIPS** that

encourage **SCHOLARSHIP**,

community and self-discovery.

By creating intentional

environments of **QUALITY**

and **CARE**, we will enable

students, faculty and staff to

achieve excellence.



# STUDENT LIVING

## THE WILDCAT EXPERIENCE STUDENT DEVELOPMENT MODEL

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

Our Student Development Model features the following competencies.



# MANHATTAN

## WELCOME HOME

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

## FAST FACTS

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



FLINT HILLS DISCOVERY CENTER

## NEED A BACKSTAGE PASS?

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

## PLACES

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

## ARTS & ENTERTAINMENT

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

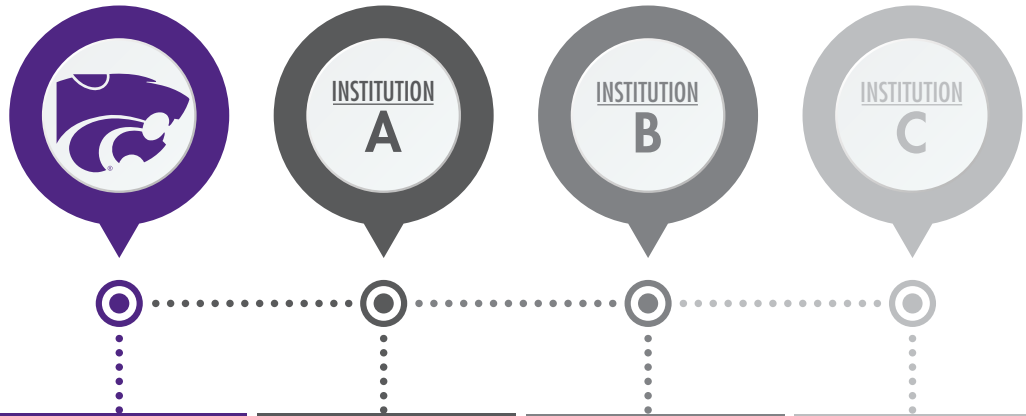
## OUTDOORS & RECREATION

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

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

# FINANCIAL ANALYSIS

We know making a decision to pursue a graduate degree is followed by, well, more decisions! K-State takes your finances seriously, and to show you this, we've compared the financial benefits of your experience at K-State to that of many peer institutions. We know you're investing in us, and we want you to know we are also excited to invest in you!



	K-STATE	INSTITUTION A	INSTITUTION B	INSTITUTION C
APPOINTMENT LENGTH	12 MO	12 MO	10 MO	9 OR 12 MO
TUITION REMISSION	YES	YES	YES \$5,373	YES
IN-STATE TUITION YEAR/SEMESTER	\$8,332 \$4,216	\$8,650 \$4,325	\$5,373 \$2,656.50	\$5,436 \$2,718
OUT-OF-STATE TUITION YEAR/SEMESTER	N/A	N/A	\$10,746 \$5,373	\$7,706 \$3,853
YEAR FEES	\$888	\$110	N/A	\$2,270
IN-STATE TUITION PROVIDED	YES	YES	N/A	NO
HOUSING PROVIDED	YES, FURNISHED	YES, FURNISHED	YES	YES, FURNISHED
MEAL PLAN PROVIDED	400 SWIPES PER SEMESTER	50 SWIPES PER SEMESTER	YES	400 SWIPES PER SEMESTER
PROFESSIONAL DEVELOPMENT AMOUNT	\$750	\$400	\$500	\$500
PET POLICY	YES	N/A	ESA ONLY	NO
YEAR TOTAL TUITION & FEES	\$8,332	\$110	\$0	\$0
STIPEND	\$10,000	\$10,080	\$8,000	\$9,600
TAKE HOME PAY	\$9,112	\$9,970	\$8,000	\$9,600

# ABOUT US

## KANSAS STATE UNIVERSITY

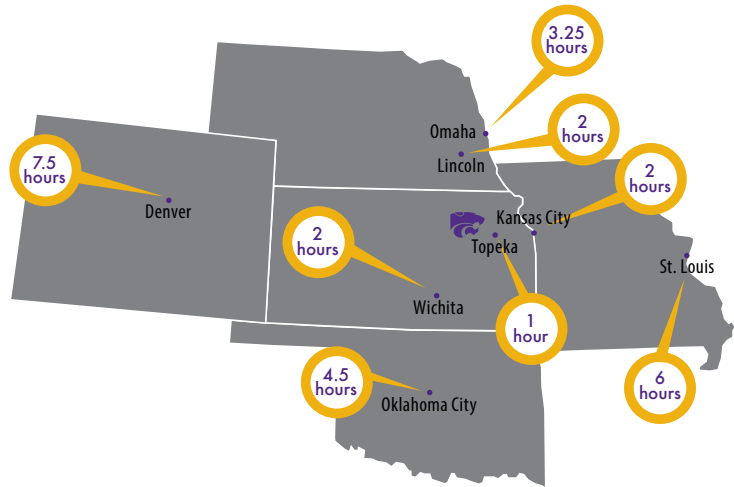
Kansas State University was founded in 1863 as the first land-grant university in the United States. In the decades that followed, K-State grew into a comprehensive university with nationally recognized programs. In fact, in 2017, *The Wall Street Journal* named Kansas State University the No. 12 university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

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



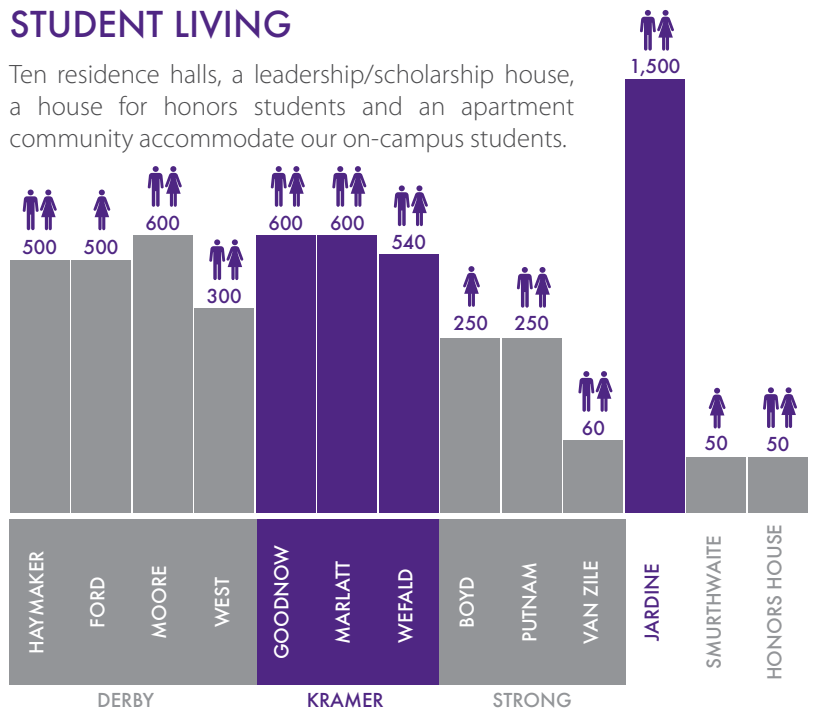
## MANHATTAN, KANSAS

Kansas State University is located in Manhattan, Kansas, 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 56,000. Manhattan is 120 miles west of Kansas City, and serves a three-county regional area as a leader in education, health care, entertainment, culture and communication.



## STUDENT LIVING

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



## DINING SERVICES

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



# OUR K-STATE



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**KEVIN COOK**  
ASSOCIATE DIRECTOR,  
STUDENT LIVING  
BACHELOR'S DEGREE

Biology, Southeast Missouri State University

**MASTER'S DEGREE**  
Student Affairs Administration in Higher Education, Ball State University

**DOCTORAL DEGREE**  
Student Affairs in Higher Education, Kansas State University

**HOMETOWN**  
Malden, Missouri

**WHY K-STATE?** "Having been here for more than 17 years, it's the people that drew me here and the people who keep me here. The colleagues, faculty, administrators and most importantly the students."



**NICK LANDER**  
ASSOCIATE DIRECTOR,  
STUDENT LIVING  
BACHELOR'S DEGREE

Psychology, Kansas State University

**MASTER'S DEGREE**  
Student Affairs Administration in Higher Education, Ball State University

**DOCTORAL DEGREE**  
Student Affairs in Higher Education (in progress), Kansas State University

**HOMETOWN**  
Arkansas City, Kansas

**WHY K-STATE?** "K-Staters are engaged and committed to being part of the K-State community. Additionally, my family and I love Manhattan and all it has to offer."



**EDDY GONZALEZ**  
AREA COORDINATOR,  
STUDENT DEVELOPMENT  
BACHELOR'S DEGREE

Psychology, Florida International University

**MASTER'S DEGREE**  
Counseling and Student Development, Kansas State University

**HOMETOWN**  
Miami, Florida

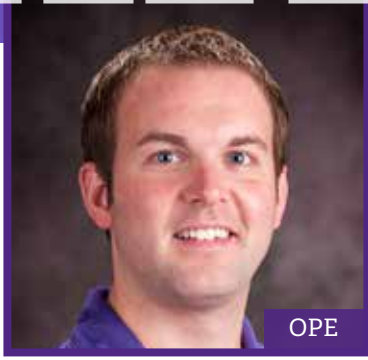
**WHY K-STATE?**

"Manhattan is an incredibly special place. The students take pride in where they study, the employees take pride in where they work, and the locals take pride in where they live. That pride makes everything so much more energetic and inviting."





# STATE STORY



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**BROOKS HETLE**  
**AREA COORDINATOR,  
STUDENT RECRUITMENT  
AND ACADEMIC SUPPORT**  
**BACHELOR'S DEGREE**  
Business Administration and Business  
Communications, University of Mary  
**MASTER'S DEGREE**  
Student Affairs in Higher Education,  
Colorado State University  
**DOCTORAL DEGREE**  
Adult Learning and Leadership  
(in progress), Kansas State University  
**HOMETOWN**  
Elgin, North Dakota  
**WHY K-STATE?**  
"The people, the family environment,  
and the opportunities available  
through the department, university  
and community."



**ANNA TAYLOR**  
**ASSISTANT COORDINATOR,  
DEPARTMENTAL INITIATIVES**  
**BACHELOR'S DEGREE**  
International Studies and Spanish,  
Kansas State University  
**MASTER'S DEGREE**  
Counseling and Student  
Development  
(in progress), Kansas State University  
**HOMETOWN**  
Overland Park, Kansas  
**WHY K-STATE?**  
"I grew up in a K-State family and  
didn't think about going to any other  
university. I grew up in Manhattan  
until I was 10 and loved the town."



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**BRAXTON BELLAMY**  
**ASSISTANT COORDINATOR,  
DEPARTMENTAL INITIATIVES**  
**BACHELOR'S DEGREE**  
Education and Human Sciences,  
University of Nebraska-Lincoln  
**MASTER'S DEGREE**  
Counseling and Student  
Development (in progress),  
Kansas State University  
**HOMETOWN**  
Kearney, Nebraska  
**WHY K-STATE?**  
"I chose K-State because of all the  
amazing people. They always talked  
about being a part of the K-State  
Family, and now that I am here there is  
no place I'd rather be!"



## STEPH LOWE

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

**BACHELOR'S DEGREE** Psychology, Minnesota State University, Mankato

**MASTER'S DEGREE** Counseling and Student Development (in progress), Kansas State University

**HOMETOWN** Apple Valley, Minnesota

**WHY K-STATE?** "I chose K-State because of the value of family the university and our department truly holds. The atmosphere felt on campus and in the community is something I have never really felt before."



## JORDAN WOLF

**ASSISTANT COORDINATOR, DEPARTMENTAL INITIATIVES**

**BACHELOR'S DEGREE** Human Resources Management, Missouri State University

**MASTER'S DEGREE** Counseling and Student Development (in progress), Kansas State University

**HOMETOWN** Kearney, Missouri

**WHY K-STATE?** "I was excited to accept my assistantship at K-State because I could tell that I'd be able to take on many new opportunities and experiences. That has absolutely turned out to be true and I'm very grateful for the things Housing and Dining Services has enabled me to do."



## ALEXANDER TROUT

**AREA COORDINATOR, DERBY AND STRONG COMMUNITIES**

**BACHELOR'S DEGREE** Psychology and Music, Loyola University Chicago

**MASTER'S DEGREE** Counseling and Human Resource Development: College Counseling, South Dakota State University

**DOCTORAL DEGREE** Counselor Education and Supervision (in progress), Kansas State University

**HOMETOWN** St. Louis, Missouri

**WHY K-STATE?** "The people in the department. We have a supportive environment, which allows for creativity and flexibility."



## VICTORIA FELDKAMP

**COMMUNITY COORDINATOR, WEST HALL**

**BACHELOR'S DEGREE** Allied Health and Behavioral Sciences, Southwestern Oklahoma State University

**MASTER'S DEGREE** Business Administration, Southwestern Oklahoma State University

**HOMETOWN** Denmark, Kansas

**WHY K-STATE?** "I was looking to move closer to home and I chose K-State; not only because it provided me this opportunity, but because of the people and welcoming atmosphere."



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**ALYSHA DALEY**  
**COMMUNITY COORDINATOR,**  
**FORD HALL**

**BACHELOR'S DEGREE**

International Studies, University of Nebraska at Kearney

**MASTER'S DEGREE**

College Student Personnel, Arkansas Tech University

**HOMETOWN**

Council Bluffs, Iowa

**WHY K-STATE?**

"I picked K-State because of the family-like feel and true care I felt throughout the entire interview process. There are lots of professional development opportunities within the department, division and region to get involved and grow."



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**JESS GIRDLER**  
**COMMUNITY COORDINATOR,**  
**HAYMAKER HALL**

**BACHELOR'S DEGREE**

Public Health, Saint Louis University

**MASTER'S DEGREE**

College Student Personnel, Western Illinois University

**HOMETOWN**

Pomona, Missouri

**WHY K-STATE?**

"The people and the family atmosphere. I felt included from the moment I interviewed."



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**MARCUS COTTRELL**  
**COMMUNITY COORDINATOR,**  
**MOORE HALL**

**BACHELOR'S DEGREE**

Psychology, Iowa State University

**MASTER'S DEGREE**

Education, Iowa State University

**HOMETOWN**

Manly, Iowa

**WHY K-STATE?**

"I chose K-State because the department was able to articulate well-thought-out and substantive ways they care for their staff, which is crucial for any new student affairs professional."



**LEAH SMITH**  
**ASSISTANT COMMUNITY**  
**COORDINATOR, FORD HALL**

**BACHELOR'S DEGREE**

Family Studies and Human Services, Kansas State University

**MASTER'S DEGREE**

Business Administration and International Studies/Marketing (in progress), Kansas State University

**HOMETOWN**

Kansas City, Missouri

**WHY K-STATE?**

"I fell in love with the home and family feel when I chose K-State for undergrad, and I loved my experience as an RA. I knew that ACCs were treated as professionals and I would gain great life skills as one."



**JACOB MCCRARY**  
**ASSISTANT COMMUNITY**  
**COORDINATOR,**  
**HAYMAKER HALL**

**BACHELOR'S DEGREE**

History, Kansas State University

**MASTER'S DEGREE**

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

**HOMETOWN**

Overland Park, Kansas

**WHY K-STATE?**

"K-State has been a big part of my life since I was a child. Attending here for my undergraduate degree and now for my graduate degree has been seriously amazing!"



**ELLE MCALISTER**  
**ASSISTANT COMMUNITY**  
**COORDINATOR, MOORE HALL**

**BACHELOR'S DEGREE**

Marketing with Professional Sales, Kansas State University

**MASTER'S DEGREE**

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

**HOMETOWN**

Overland Park, Kansas

**WHY K-STATE?**

"I chose K-State because of the fun environment, lovable people and entertaining atmosphere."

# K-STATE



**EMMITT FORBUSH**  
 ASSISTANT COMMUNITY  
 COORDINATOR, PUTNAM HALL  
**BACHELOR'S DEGREE**  
 Psychology, Michigan  
 Technological University  
**MASTER'S DEGREE**  
 Counseling and Student Development  
 (in progress), Kansas State University  
**HOMETOWN**  
 Byron, Michigan  
**WHY K-STATE?**  
 "I chose K-State because they offered the  
 master's degree I was looking for and had  
 a competitive assistantship in terms of  
 pay and experience."



**NEFFERTIA TYNER**  
 ASSISTANT COMMUNITY  
 COORDINATOR, BOYD HALL  
**BACHELOR'S DEGREE**  
 Psychology, Michigan  
 Technological University  
**MASTER'S DEGREE**  
 Counseling and Student Development  
 (in progress), Kansas State University  
**HOMETOWN**  
 Detroit, Michigan  
**WHY K-STATE?**  
 "I really enjoyed my on-campus  
 experience. The connections I made  
 with staff and other grads felt natural  
 and genuine."



**BEEKAH MADIA-RUSSELL**  
 ASSISTANT COMMUNITY  
 COORDINATOR, BOYD HALL  
**BACHELOR'S DEGREE**  
 Social Work, University of Wisconsin-  
 Whitewater  
**MASTER'S DEGREE**  
 Counseling and Student Development  
 (in progress), Kansas State University  
**HOMETOWN**  
 Muskego, Wisconsin  
**WHY K-STATE?**  
 I chose K-State because of the positive  
 energy of Manhattan, the campus and the  
 department."



**MEGAN JOHNSON**  
 COMMUNITY COORDINATOR,  
 WEFALD HALL  
**BACHELOR'S DEGREE**  
 Recreation, Parks and Tourism  
 Administration, Western Illinois University  
**MASTER'S DEGREE**  
 Higher Education/Student Personnel,  
 University of Mississippi  
**HOMETOWN**  
 Oquawka, Illinois  
**WHY K-STATE?**  
 "K-State offers me a space to share my  
 passion and continue to grow both  
 personally and professionally."



**AMBER SHUMWAY**  
 COMMUNITY COORDINATOR,  
 GOODNOW HALL  
**BACHELOR'S DEGREE**  
 Biology, Blackburn College  
**MASTER'S DEGREE**  
 College Student Affairs, Eastern  
 Illinois University  
**HOMETOWN**  
 Palestine, Illinois  
**WHY K-STATE?**  
 "I knew I wanted to be in a place that  
 would care about me personally and  
 professionally. I have found K-State  
 and Manhattan, Kansas, to be a great  
 community to live and work in."

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**ALLISON COLEMAN**  
 COMMUNITY COORDINATOR,  
 MARLATT HALL  
**BACHELOR'S DEGREE**  
 Health Science, Ball State University  
**MASTER'S DEGREE**  
 Counselor Education: Student Affairs,  
 Clemson University  
**HOMETOWN**  
 Zionsville, Indiana  
**WHY K-STATE?**  
 "When I graduated with my master's, I  
 knew the next place I went would need  
 to feel like a home-away-from-home.  
 When I met the people at K-State, I knew I  
 found that home."



**JAKE AUSMAN**  
**ASSISTANT COMMUNITY**  
**COORDINATOR, MARLATT HALL**  
**BACHELOR'S DEGREE**

Interpersonal Communication Studies,  
University of Wisconsin-La Crosse

**MASTER'S DEGREE**

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

**HOMETOWN**

Elk Mound, Wisconsin

**WHY K-STATE?**

"I only heard positive things about  
K-State from people who had worked  
here; the university helps you develop  
personally and professionally."



**TAYLOR BAUER**  
**ASSISTANT COMMUNITY**  
**COORDINATOR, WEFALD HALL**  
**BACHELOR'S DEGREE**

Political Science and History,  
Ball State University

**MASTER'S DEGREE**

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

**HOMETOWN**

Greenwood, Indiana

**WHY K-STATE?**

"I was drawn in because of the  
hospitality and family feel. The  
professional opportunities provide  
me with the autonomy, creativity, and  
support needed for me to succeed."



**KASSI SPRECHER**  
**COMMUNITY COORDINATOR,**  
**JARDINE WEST END**  
**NEIGHBORHOOD**  
**BACHELOR'S DEGREE**

Environmental Studies, University of  
Wisconsin Oshkosh

**MASTER'S DEGREE**

Community Development, Kansas  
State University

**HOMETOWN**

Baraboo, Wisconsin

**WHY K-STATE?**

"I love the sense of pride the students  
and community have for K-State.  
Everyone supports the 'Cats, not only  
in sports, but in everyday life as well.  
It's cool to be a part of an environment  
that truly acts like a family!"



**MATTHEW KERNS**  
**COMMUNITY COORDINATOR,**  
**JARDINE DENISON**  
**NEIGHBORHOOD**  
**BACHELOR'S DEGREE**

Human Resources Management,  
Kansas State University

**MASTER'S DEGREE**

Higher Education Administration,  
Texas Tech University

**HOMETOWN**

Olathe, Kansas

**WHY K-STATE?**

"I was drawn by the people! The pride  
with which both students and staff  
love K-State is contagious."



**CHELSEA OSADAME**  
 COMMUNITY COORDINATOR,  
 JARDINE PLAZA  
 NEIGHBORHOOD  
**BACHELOR'S DEGREE**  
 English, Spelman College  
**MASTER'S DEGREE**  
 English with emphasis in Cultural  
 Studies, Kansas State University  
**HOMETOWN**  
 Pine Bluff, Arkansas  
**WHY K-STATE?**

"I like to tell people that I didn't choose Kansas State University; K-State chose me. I enjoy the care and pride K-State takes in its students and their preparedness for life beyond college."



**MARGARET GRADY**  
 COMMUNITY COORDINATOR,  
 JARDINE PLAZA  
 NEIGHBORHOOD  
**BACHELOR'S DEGREE**  
 Psychology, Kent State University  
**MASTER'S DEGREE**  
 Counseling and Student  
 Development (in progress),  
 Kansas State University  
**HOMETOWN**  
 Germantown, Wisconsin  
**WHY K-STATE?**

"I didn't expect to find a new family in the middle of Kansas, that from day one demonstrated that I'd be challenged and supported as a person and a professional."



**LAUREN JUST**  
 ASSISTANT COMMUNITY  
 COORDINATOR, JARDINE  
 DENISON NEIGHBORHOOD  
**BACHELOR'S DEGREE**  
 Communication Studies, Kansas State  
 University  
**MASTER'S DEGREE**  
 Counseling and Student Development  
 (in progress), Kansas State University  
**HOMETOWN**  
 Uniontown, Kansas  
**WHY K-STATE?**

"K-State continues to draw me back in because of how truly special it is. There is an indescribable feeling you get when you step on campus. You automatically feel like you are at home."





# WHAT W



## **AISHA LEE**

**ASSISTANT COMMUNITY COORDINATOR, JARDINE WEST END NEIGHBORHOOD  
BACHELOR'S DEGREE**

Child, Youth and Family Studies, University of Nebraska-Lincoln

**MASTER'S DEGREE**

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

**HOMETOWN**

Grand Island, Nebraska

**WHY K-STATE?**

"K-State seemed like a place that would challenge me to grow but support me through adversity. Throughout my assistantship, I've found an incredibly supporting community of peers I can depend on even beyond my K-State experience."



## **JESSICA JONES**

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

Elementary Education: Creative Arts emphasis, University of Wyoming

**MASTER'S DEGREE**

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

**HOMETOWN**

Casper, Wyoming

**WHY K-STATE?**

"My parents attended K-State and we would visit my grandparents in Manhattan every summer, so I've been wearing purple my whole life!"



## **MARY REICHERT**

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

Accounting, Phoenix University

**HOMETOWN**

Minneapolis, Minnesota

**WHY K-STATE?**

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





# TELL YOUR K-STATE STORY SAY?



# JOB DESCRIPTIONS

## GRADUATE

### JARDINE APARTMENTS ASSISTANT COMMUNITY COORDINATOR (JA-ACC) KANSAS STATE UNIVERSITY HOUSING AND DINING SERVICES

#### JOB SUMMARY

The Jardine Apartments Assistant Community Coordinator (JA-ACC) is a graduate assistantship within student living. The JA-ACC is supervised by and shares responsibilities with the Jardine Apartments Community Coordinator (JA-CC). The JA-ACC will work with an apartment neighborhood community with a population of approximately 500 students and their families. Opportunities for this position will include supervision, advising, administrative skills, professional development and communication. The JA-ACC is expected to fulfill all duties listed below in addition to other duties as assigned.

#### REQUIREMENTS

The JA-ACC 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 enrolled in a full course load of at least six credit hours but not more than 12 credit hours per semester. Compensation 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.

#### REMUNERATION AND BENEFITS

Tuition remission (maximum 12 credit hours in the fall and spring semesters; maximum nine credit hours during summer of assistantship appointment). Waiver of the monthly rent for a furnished apartment during the employment period. Meal plan for self and dependent(s) (excluding break periods). Utilities and internet provided at no cost. Professional development funds in the amount of \$750. A stipend of \$10,000, 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.

- Cover letter stating your intended program of study
- Résumé
- Unofficial transcript
- Contact information for three references

Background check is required.

#### Contact information

Jessica Jones  
K-State Housing and Dining Services  
104 Pittman Building  
1531 Mid Campus Dr. North  
Manhattan, KS 66506-4601  
Email: [reslife@k-state.edu](mailto:reslife@k-state.edu)  
Phone: 785-532-6453  
Fax: 785-532-0300

#### RESPONSIBILITIES

##### SUPERVISION

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

##### ADVISING

- Serve as an advisor to various Jardine committees designed to support the Jardine residents' experiences.
- Mediate conflict among residents on a roommate, neighbor and neighborhood level.

##### ADMINISTRATIVE SKILLS

- Facilitate student development through individual and community 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.
- Participate in on-call rotation for all of campus housing.
- 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.
- 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.
- Create and carry out an individual development plan.

##### 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 RESIDENCE HALLS ASSISTANT COMMUNITY COORDINATOR (RH-ACC) KANSAS STATE UNIVERSITY HOUSING AND DINING SERVICES

## JOB SUMMARY

The Assistant Community Coordinator-Residence Halls (RH-ACC) is a graduate assistantship within Student Living. The RH-ACC is supervised by and shares responsibilities with the Residence Halls Community Coordinator (RH-CC). The RH-ACC will work in a hall with a population of approximately 250 to 600 students. Opportunities for this position will include supervision, advising, administrative skills, professional development and communication. The RH-ACC will be expected to fulfill the duties listed below in addition to other duties as assigned.

## REQUIREMENTS

The RH-ACC 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 enrolled in a full course load of at least six credit hours but not more than 12 credit hours per semester. Compensation 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.

## REMUNERATION AND BENEFITS

Tuition remission (maximum 12 credit hours in the fall and spring semesters; maximum nine credit hours during summer of assistantship appointment). Waiver of the monthly rent for a furnished apartment during the employment period. Meal plan for self and dependent(s) (excluding break periods). Utilities and internet provided at no cost. Professional development funds in the amount of \$750. A stipend of \$10,000, 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.

- Cover letter stating your intended program of study
- Résumé
- Unofficial transcript
- Contact information for three references

Background check is required.

### Contact information

Jessica Jones  
K-State Housing and Dining Services  
104 Pittman Building  
1531 Mid Campus Dr. North  
Manhattan, KS 66506-4601  
Email: [reslife@k-state.edu](mailto:reslife@k-state.edu)  
Phone: 785-532-6453  
Fax: 785-532-0300

## RESPONSIBILITIES

### SUPERVISION

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

### ADVISING

- Educate, train and advise Hall Council members on policies and procedures.
- Manage hall programming and HGB budgets.

### ADMINISTRATIVE SKILLS

- Maintain accurate records, reports and key inventories.
- Participate in on-call rotation for all of campus housing.
- 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.

### PROFESSIONAL DEVELOPMENT

- Attend and participate in all staff meetings, training sessions and in-service activities.
- Attend departmental professional development events.
- Create and carry out an individual development plan.

### 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.

# JOB DESCRIPTIONS

## 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 Student Living that is a cross-functional role. This position is co-supervised by and shares responsibilities with the Area Coordinator for Student Development and the Area Coordinator for Student Recruitment and Academic Support. The position offers opportunities for involvement within the department's four focus areas of enrollment management, leadership, diversity, and academics. Opportunities for this position will include supervision, advising, administrative skills, professional development and communication. There are four ACDI positions: two project positions, one position at Smurthwaite Leadership/Scholarship House and one position at the Honors House. The ACDI is expected to fulfill all duties listed below in addition to other duties as assigned as determined on an annual basis.

#### 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 enrolled in a full course load of at least six credit hours but not more than 12 credit hours per semester. Compensation 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.

#### REMUNERATION AND BENEFITS

Tuition remission (maximum 12 credit hours in the fall and spring semesters; maximum nine credit hours during summer of assistantship appointment). Waiver of the monthly rent for a furnished apartment during the employment period. Meal plan for self and dependent(s) (excluding break periods). Utilities and internet provided at no cost. Professional development funds in the amount of \$750. A stipend of \$10,000, paid on a biweekly basis for a 12-month appointment.

#### HOW TO APPLY

If interested in any of our graduate assistantships, please submit the following.

- Cover letter stating your intended program of study
- Résumé
- Unofficial transcript
- Contact information for three references

Background check is required.

#### Contact information

Jessica Jones  
K-State Housing and Dining Services  
104 Pittman Building, 1531 Mid Campus Dr. North  
Manhattan, KS 66506-4601  
Email: [reslife@k-state.edu](mailto:reslife@k-state.edu)  
Phone: 785-532-6453  
Fax: 785-532-0300

#### RESPONSIBILITIES

##### SUPERVISION

- Participate in recruitment, selection, training, supervision and evaluation of the Student Success Assistants (SSA), Smurthwaite Leadership/Scholarship House RA and Executive Board or Honors House Resident Assistants (RAs).
- Attend weekly meetings and student-staff sponsored activities.

##### ADVISING

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

##### ADMINISTRATIVE SKILLS

- Develop programs to support the specific needs of underrepresented populations on campus and within the housing system.
- Present programs to outside groups on topics relevant to the focus areas.
- Coordinate "Academic Stars" – an academic recognition program.
- Coordinate the "Professor of the Year" award process.
- Assist in the management of student group or house budgets.
- Participate in on-call duty rotation.

##### PROFESSIONAL DEVELOPMENT

- Attend and participate in all staff meetings, training sessions and in-service activities.
- Attend departmental professional development events.
- Create and carry out an individual development plan.

##### COMMUNICATION

- Interact with students on a regular basis and provide information and assistance concerning academic issues, peer conflicts and personal problems.
- Meet with prospective students and their families.
- Conduct presentations for prospective students and families.

# MASTER'S DEGREE

DEGREES  
SOUGHT OUT 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  
BUSINESS  
ADMINISTRATION (MBA)

## CONTACT

Kansas State University Graduate School  
113-119 Eisenhower Hall  
1013 Mid-Campus Dr.  
Manhattan KS 66506



VOICE

785-532-6191 or 800-651-1816



FAX

785-532-2983



EMAIL

grad@k-state.edu



WEB

[www.k-state.edu/grad](http://www.k-state.edu/grad)

## 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 grad 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.

## GRADUATE SCHOOL 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:

- Jan. 1 for fall (August) enrollment
- Aug. 1 for spring (January) enrollment
- Dec. 1 for summer (June) enrollment

# MASTER'S OF SCIENCE

## DEPARTMENT OF SPECIAL EDUCATION, COUNSELING AND STUDENT AFFAIRS

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.

## 3 DIFFERENT TRACKS YOU CAN PURSUE

### ADVISING

For those intending primarily to provide developmental counseling/advising services at a college or university.

### ADMINISTRATION

For those intending to work as student services/programs administrators.

### ATHLETICS

For those intending to pursue a career working with college student athletes.

## 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/secsa](http://coe.k-state.edu/secsa)

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

Complete the graduate school application online and pay the 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@k-state.edu](mailto:cjwalker@k-state.edu)

Access the M.S. in CSD program booklet:

[coe.k-state.edu/academics/docs/secsa/MS-College-Student-Development.pdf](http://coe.k-state.edu/academics/docs/secsa/MS-College-Student-Development.pdf)

## 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)  
Comprehensive exam requirement

# PRACTICUM OPTIONS

**MOST GRAD STUDENTS COMPLETE TWO PRACTICUM EXPERIENCES DURING THEIR SECOND YEAR. CONSIDER COMPLETING YOURS IN ONE OF THESE AREAS, OR CREATE YOUR OWN!**

Academic Assistance Center

Administration

Alumni Association

Career Center

Center for Advocacy, Response, and Education (CARE)

Center for Student and Professional Services

Center for Student Involvement

Honor & Integrity System

Housing and Dining Services

Housing and Dining Services Facilities Management

International Student and Scholar Services

K-State Athletics Compliance

K-State Athletics Development/Ahearn Fund

K-State Athletics Fan Experience/Marketing

K-State Athletics Sports Information

LGBT Resource Center

McNair Scholars Program

New Student Services

Office of Military & Veterans Affairs

Office of Student Life

Office of Student Services in the College of Business

Office of Undergraduate Research & Creativity

Recreational Services

Staley School of Leadership Studies

Student Athlete Services

Study Abroad

Union Program Council





# BE PART OF OUR K-STATE STORY



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785-532-6453 888-568-5027 (toll free)  
[reslife@k-state.edu](mailto:reslife@k-state.edu)

@KStateHDS    

**KANSAS STATE**  
UNIVERSITY | Department of  
Housing and Dining Services