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. 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

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.
STUDENT LIVING MISSION

We will support students by engage 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 MISSION

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.
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.

- **TEAMWORK**: Teamwork is individual strengths put into team tasks, their manner of interacting with other strengths on the team, and the quantity and quality of contributions they make to team discussions.
- **DIVERSITY**: Diversity is active and varied student engagement experiences that create awareness and understanding of skills necessary to live and work in a global society.
- **COMMUNICATION**: Communication is purposeful, designed to increase knowledge and foster understanding or promote change in the listeners’ attitudes, values, beliefs or behaviors.
- **CAREER DEVELOPMENT**: Career development is the process of developing self-awareness, occupational knowledge, decision-making abilities and job search skills for transitioning from college to career.
- **LEADERSHIP**: Leadership is mobilizing others into action to make progress on difficult challenges that impact the communities where we live and work.
- **PROBLEM SOLVING**: Problem solving is the process of defining an open-ended question or desired goal, and the design, evaluation and implementation of a strategy to achieve that goal or answer.

The impact of Community Coordinators and Assistant Community Coordinators: As a leader of your community, all senior staff members have the opportunity to use the input of student staff members — as well as trends gathered from intentional interactions — to determine which competency areas best serve their community.
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.

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!
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!

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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

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.

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.
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.”
BROOKS HETLE
AREA COORDINATOR,
STUDENT RECRUITMENT
AND ACADEMIC SUPPORT
BACHELOR’S DEGREE
Business Administration and Business
Communications, University of Mary
MASTERS 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."

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!"
**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."

**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."

**OPÉ**
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."

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."

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."

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."
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.”

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.”
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.”
WHAT WILL YOUR K-STATE STORY SAY?
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.

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
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
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.
**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.

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Manhattan, KS 66506-4601
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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.
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
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 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

Access the M.S. in CSD program booklet:
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
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