I hope this message finds you well. On behalf of the Kansas State community, I extend a warm welcome to you as you embark on the exciting journey of exploring opportunities with us.

As the Associate Vice President of Kansas State, I am thrilled to witness the exceptional talent that our prospective candidates bring to our institution. The biggest way that we impact our students who live with us is by our staff that we hire. K-State has always been committed to fostering a dynamic and inclusive environment that nurtures both personal and professional growth.

At K-State, we take pride in our commitment to excellence, and our strategic plan, "Next Gen Land-grant," stands as a testament to our dedication to innovation and progress. This forward-looking plan outlines our vision for the future, emphasizing research, education, and engagement that will shape the next generation of leaders and thinkers. We are not just a university; we are a community that values collaboration, diversity, and the pursuit of knowledge that makes a meaningful impact.

As you navigate through the opportunities within Kansas State, I encourage you to explore how your unique skills and aspirations align with our mission and the objectives outlined in "Next Gen Land-grant." Together, we can continue to build a vibrant and transformative learning environment.

I look forward to the possibility of welcoming you to our K-State family and witnessing the contributions you will undoubtedly make to our academic community.

Best regards,

Derek Jackson
Associate Vice President
Kansas State University
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, oversees the Center for Student Involvement, K-State Student Union, Housing and Dining Services, and the Parents and Family Program. 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.

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.

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.
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.

COMMUNITY BUILDING
Focuses on defining and developing connections within the community by engaging residents with intentionality.

WELL-BEING
Focuses on a holistic wellness approach with tending to the mind, body, soul, and environment around residents.

PERSONAL GROWTH & IDENTITY DEVELOPMENT
Focuses on creating a safe space for all identities through mindful and careful personal, multicultural, and diversity exploration.

ACADEMIC & PROFESSIONAL DEVELOPMENT
Focuses on developing self-awareness, occupational knowledge, decision-making abilities, job-search skills from transitioning into, through and beyond college to a professional career.

CIVIC ENGAGEMENT
Focuses on global citizenship and being a productive member of one’s neighborhood, community, organization, or society.

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 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 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, 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.

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.
- Experience the visual and performing art displays at the Manhattan Arts Center.
- Improve your international culinary skills, master swing or salsa moves, scuba dive, 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 upland 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!
BENEFITS OFFERED TO GRADUATE ASSISTANTS

There are so many benefits of being an assistant coordinator at Kansas State University!

COMPENSATION
A stipend of $10,000, paid on a biweekly basis for a 12-month appointment.

TUITION REMISSION
Housing and Dining Services will be responsible for paying your graduate in-state tuition each semester. During your employment you are eligible for the in-state tuition rate.

This will include:
- A maximum of 12 credit hours in the fall and spring semesters
- A maximum of 9 credit hours during summer of your assistantship appointment
- Any college or academic credit hour related fees

All other fees related to enrollment are the responsibility of each student.

APARTMENT
Fully furnished apartment including utilities and wireless internet.

PARKING
Access to “staff” parking on campus with purchase of a parking permit.

MEALS
Receive 400 meals per semester and 200 in the summer. Meals are available when Dining Services is open.

PROFESSIONAL DEVELOPMENT
Funding is available for conference travel and workshops. The Department offers on-going in-house professional development opportunities.

LAUNDRY ALLOWANCE
Access to in-apartment or on-site laundry.

PARTNERS / ROOMMATES
The opportunity for live-in partners/roommates is possible, on the condition that they complete and pass a background check.

PET POLICY
We allow one cat or one dog to live in the apartment. Additional small animals are permissible per our Association of Residence Halls policy.

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.

WEFALD
FORD
HAYMAKER
GOODNOW
HONORS HOUSE
SMURTHWAITE
MOORE
WEFALD
FORD
HAYMAKER
GOODNOW
HONORS HOUSE
SMURTHWAITE

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.

DINING SERVICES
K-State Dining Services is one of the only programs in the United States to prepare meals from scratch. Our facilities include two residential dining centers, three sports grills, a bakery, three 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.
EMILY MEYER
ASSISTANT DIRECTOR, APARTMENT LIVING
SHE/HER/HERS
BACHELOR’S DEGREE
Psychology and Minor in Leadership Studies and American Ethnic Studies, 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
Ripon, Wisconsin
WHY K-STATE?
“I was excited for the opportunity to work with an apartment community that serves such a wide variety of students at different stages of their lives.”

NICK LANDER
ASSOCIATE DIRECTOR, STUDENT LIVING
HE/HIM/HIS
BACHELOR’S DEGREE
Psychology and Minor in Leadership Studies and American Ethnic Studies, 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?
“As a K-State alum, I returned to Manhattan because I knew I would have a chance to work with great people at a great institution in a great community. It is home now for my family.”

ALEX TROUT
ASSOCIATIVE DIRECTOR, RESIDENT SERVICES
HE/HIM/HIS
BACHELOR’S DEGREE
Psychology and Music, Loyola University Chicago
MASTER’S DEGREE
Counselor Education 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?
“K-State provides a flexible working environment which is committed to its employees’ professional and personal success.”

WHITNEY PENN
ASSISTANT DIRECTOR FOR STUDENT RECRUITMENT, MARKETING AND COMMUNICATIONS
SHE/HER/HERS
BACHELOR’S DEGREE
History and Secondary Education, Ripon College
MASTER’S DEGREE
Leadership in Student Affairs, University of St. Thomas
HOMETOWN
Ripon, Wisconsin
WHY K-STATE?
“I was excited for the opportunity to work with an apartment community that serves such a wide variety of students at different stages of their lives.”

BRYAN HINNEN
ASSISTANT DIRECTOR, RESIDENCE LIFE AND LEADERSHIP PROGRAMS
HE/HIM/HIS
BACHELOR’S DEGREE
Hotel Administration, University of Nevada, Las Vegas
MASTER’S DEGREE
Educational Leadership and College Student Development, Oklahoma State University
HOMETOWN
Andover, Kansas
WHY K-STATE?
“K-State is a university that truly values and focuses on caring and supporting each individual student on its campus. The community is collaborative and willing to help other departments and individuals on campus to be successful and to thrive.”

TYRONE CARTER
ASSISTANT DIRECTOR, RESIDENCE LIFE AND EQUITY AND INCLUSION PROGRAMS
HE/HIM/HIS
BACHELOR’S DEGREE
Human Services Management, University of Phoenix
DOCTORAL DEGREE
Adult Learning and Leadership (in progress), Kansas State University
HOMETOWN
Los Angeles, California
WHY K-STATE?
“K-State offers opportunities for students to complete many educational needs, from certificates to PhD’s.”

ZANETE MALAN
INTERNATIONAL SCHOLAR
SHE/HER/HERS
BACHELOR’S DEGREE
Psychology, University of the Free State
BACHELOR HONORES DEGREE
Psychology, University of the Free State
MASTER’S DEGREE
Psychology, University of the Free State
HOMETOWN
Bloemfontein, Free State
WHY K-STATE?
“I think K-State has a wonderful community of professionals who are willing to go the extra mile to help their students succeed. There are so many opportunities for growth and for expanding one’s own professional portfolio.”

KARRI SANDERSON-TOBLER
ASSISTANT DIRECTOR FOR CONFERENCES AND EVENTS
SHE/HER/HERS
BACHELOR’S DEGREE
Science, Communications, Pittsburg State University
MASTER’S DEGREE
Education, College Student Affairs, Eastern Illinois University
HOMETOWN
Gardner, Kansas
WHY K-STATE?
“I chose K-State for many reasons, including the caliber of colleagues and the professional opportunities. K-State is a great combination of a state school that isn’t overwhelmingly large but provides plenty of opportunity and a fantastic sense of community. Manhattan is a great town, supportive of the university and within driving distance to KC, Wichita, Denver and more.”

OUR KANSAS STATE STORY

WE ARE LEADING THE WAY IN COLLEGIATE PROFESSIONAL DEVELOPMENT FOR THE 21ST CENTURY.
PROFOUND SENSE OF PURPOSE!

K-State demonstrates a steadfast commitment to the growth and well-being of its academic community. My time here has transformed me, fostering authenticity and thoughtfulness, enriching my educational journey, and instilling a profound sense of purpose.

WHY K-STATE?

"K-State demonstrates a steadfast commitment to the growth and well-being of its academic community. My time here has transformed me, fostering authenticity and thoughtfulness, enriching my educational journey, and instilling a profound sense of purpose."

"One aspect of K-State that has kept me coming back is the people. During every part of my visit, I was met with genuine kindness and curiosity to learn more about me as a candidate."

"I heard from many friends who attended K-State that it was a family atmosphere and was excited about the close-knit connection. This was reaffirmed during my search process with the department’s authenticity and the feeling that this occupation can bring."

"I chose K-State because of the people I loved seeing the culture within the department and the friendship that this occupation can bring."

"K-State was one of the top schools with the happiest students. Happiness is definitely something that I put effort towards and try to center in my life. I was excited to find an institution that seemed just as invested in my happiness as I was."

"I chose K-State because I was encouraged to be my authentic self."

"It was my next steps in my education."

"I keep coming back to work for Housing & Dining at K-State because I trust our department to invest in our staff. At K-State, I'm encouraged to be my authentic self."

"I felt in love with how genuine and kind the people I interacted with were. This is the program and the people I'm looking for in my next steps in my education."

"I connected with the department and the friendship that this occupation can bring."

"I keep coming back is the people."

"K-State has always been a place where I can experience here are unmatched and allow space for me to grow as a person and professional. The people and opportunities I have experienced here are unmatched and why I'm still here six years later!"

"I keep coming back."

"K-State demonstrates a steadfast commitment to the growth and well-being of its academic community. My time here has transformed me, fostering authenticity and thoughtfulness, enriching my educational journey, and instilling a profound sense of purpose."

"K-State was one of the top schools with the happiest students. Happiness is definitely something that I put effort towards and try to center in my life. I was excited to find an institution that seemed just as invested in my happiness as I was."

"I chose K-State because of the people. I loved seeing the culture within the department and the friendship that this occupation can bring."

"K-State has always been a place where I can experience here are unmatched and allow space for me to grow as a person and professional. The people and opportunities I have experienced here are unmatched and why I'm still here six years later!"
ANNA WHITE
ASSISTANT COMMUNITY
COORDINATOR, MARLATT HALL
SHE/HER/HERS
BACHELOR’S DEGREE
Interdisciplinary Studies, Valdosta State University
MASTER’S DEGREE
Higher Education/Student Personnel Administration, Walden University
HOMETOWN
Sadler’s Wells, Georgia
WHY K-STATE?
“K-STATE demonstrated so much care for me as an individual throughout my search process and I knew that was what translates directly into the care they demonstrate to students.”

MEG JOHNSON
COMMUNITY COORDINATOR, WEFA LD HALL
SHE/HER/HERS
BACHELOR’S DEGREE
Recreation, Parks and Tourism Administration, Webster University
MASTER’S DEGREE
Higher Education/Student Personnel Administration, Walden University
HOMETOWN
Oquawka, Illinois
WHY K-STATE?
“I K-State demonstrated so much care for me as an individual throughout my search process and I knew that would translate directly into the care they demonstrate to students!”

GARRETT SCATTERLY
ASSISTANT COMMUNITY
COORDINATOR, WEFA LD HALL
HE/HIM/HIS
BACHELOR’S DEGREE
Communication Studies, South Dakota State University
MASTER’S DEGREE
College Student Development (in progress), Kansas State University
HOMETOWN
Colman, South Dakota
WHY K-STATE?
“I enjoy the size of Manhattan a lot. It is not too big, but there is still enough to do. I have lived the people that are a part of K-State. I have met people who give me a strong sense of community and I feel loved by them. It’s a reason why I chose to stay in Manhattan after college for work.”

TYLER BURNS
COMMUNITY COORDINATOR, GOODNOW HALL
HE/HIM/HIS
BACHELOR’S DEGREE
Sociology, Kansas State University
MASTER’S DEGREE
Communication Studies, Kansas State University
HOMETOWN
Osage, Kansas
WHY K-STATE?
“I choose K-State because it felt like a home away from home. Everyone in the department is supportive of one another and it felt like a right fit to achieve my professional goals.”

COLLIN HANSON
ASSISTANT COMMUNITY
COORDINATOR, GOODNOW HALL
HE/HIM/HIS
BACHELOR’S DEGREE
Biology, Ottawa University
MASTER’S DEGREE
Business Administration (in progress), Kansas State University
HOMETOWN
Olathe, Kansas
WHY K-STATE?
“K-State is a highly internalized University that visibly values its employees and cares about its students. Manhattan is also the perfect sized town of not too big, not too little, that also embraces the university.”

VICTORIA THOMPSON
COMMUNITY COORDINATOR, MARLATT HALL
SHE/HER/HERS
BACHELOR’S DEGREE
Photography, University of Central Missouri
MASTER’S DEGREE
College Student Development, Oklahoma State University
HOMETOWN
Pleasant Hill, Missouri
WHY K-STATE?
“I choose K-State because it felt like a home away from home. Everyone in the department is supportive of one another and it felt like a right fit to achieve my professional goals.”

ANN A WHITE
ASSISTANT COMMUNITY
COORDINATOR, MARLATT HALL
SHE/HER/HERS
BACHELOR’S DEGREE
Interdisciplinary Studies, Walden University
MASTER’S DEGREE
College Student Development (in progress), Kansas State University
HOMETOWN
Hadhurst, Georgia
WHY K-STATE?
“K-State felt so caring, like a family.”

KRAMER COMMUNITY COORDINATOR, MARLATT HALL
ALEX SHARP  
COMMUNITY COORDINATOR, HILLCREST GARDEN  
HE/HIM/HIS  
BACHELOR’S DEGREE  
History, Arkansas Tech University  
MASTER’S DEGREE  
Student Affairs Administration, Arkansas Tech University  
HOMETOWN  
Charleston, Arkansas  
WHY K-STATE?  
“I loved the laid back and friendly atmosphere that K-State provided when I was searching for jobs. It felt like where I belonged.”

JULIE KEHR  
COMMUNITY COORDINATOR, LAKESIDE PLAZA  
SHE/HER/HERS  
BACHELOR’S DEGREE  
Arts, Grand Valley State University  
MASTER’S DEGREE  
Drama Therapy, Kansas State University  
HOMETOWN  
Grand Rapids, Michigan  
WHY K-STATE?  
“K-State has one of 5 drama therapy programs in North America. In looking at graduate programs, I was impressed with the practical experience, accessibility, and hands-on style of K-State’s program. K-State offers opportunities for assistantships and positions, which assist students financially.”

TROY STAMBAUGH  
ASSISTANT COMMUNITY COORDINATOR, HILLCREST GARDEN  
HE/HIM/HIS  
BACHELOR’S DEGREE  
Kinesiology, Kansas State University  
MASTER’S DEGREE  
College Student Development (in progress), Kansas State University  
HOMETOWN  
Caro, Michigan  
WHY K-STATE?  
“I fell in love with K-State during my undergraduate experience, the people and community is so gracious and supportive. In short the people got me here and have kept me here.”

CARISSA FRENCH  
ASSISTANT COMMUNITY COORDINATOR, LAKESIDE PLAZA  
SHE/HER/HERS  
BACHELOR’S DEGREE  
Applied Mathematics, Missouri University of Science and Technology  
MASTER’S DEGREE  
College Student Development (in progress), Kansas State University  
HOMETOWN  
Liberty, Missouri  
WHY K-STATE?  
“When I was doing my grad school search, K-State stood out with how thorough, updated, and easy to find its website is for the M.S. College Student Development program and Housing graduate assistantships. I’ve also never heard anyone speak poorly of K-State.”

JARDINE COMMUNITY
WHAT WILL YOUR K-STATE STORY SAY?

OFFICE SUPPORT

JESSICA JONES
ADMINISTRATIVE ASSISTANT FOR RESIDENCE LIFE
SHE/HER/HERS
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?
"I came because my family has always been Wildcats. I stay because I enjoy the variety of work I get to do with so many wonderful, caring people."

MARY REICHERT
OFFICE SPECIALIST FOR JARDINE APARTMENTS
SHE/HER/HERS
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."
**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 position 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. Medical plan for self and dependent(s) (excluding breaks periods). Utilities and internet provided at no cost. Professional development opportunities. 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:

- Résumé
- Unofficial transcript
- Background check is required
- Contact information for three references

**Responsibilities**

**Supervision**

- Participate in the recruitment, selection, training, supervision and evaluation of the resident assistants (RAs).
- Attend weekly meetings and student-staff sponsored activities.
- Assist Director for Residence Life and Equity and Inclusion, Assistant Director of Academic and Student Programs, Residence Life and Leadership Programs.

**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 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, in-door/outdoor aesthetics, vacancy, etc.
- Assist with office procedures such as check-in/check-out 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.

**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.

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**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 position within student living. The RH-ACC is supervised by and shares responsibilities with their residence hall’s 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. Medical plan for self and dependent(s) (excluding breaks periods). Utilities and internet provided at no cost. Professional development opportunities. 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:

- Résumé
- Unofficial transcript
- Background check is required
- Contact information for three references

**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 Hall Council 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.

**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), a graduate assistantship within Student Living, is a cross-functional role. This position is supervised by one or more Assistant Directors on the Initiatives Team (iTeam). 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. The ACDI is expected to fulfill all duties listed below in addition to other duties as assigned or 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
Waiver of the monthly rent for a furnished apartment during employment must be approved in advance. Additional opportunities include supervision, advising, administrative skills, professional development, and communication. The ACDI is expected to fulfill all duties listed below in addition to other duties as assigned or determined on an annual basis.

RESPONSIBILITIES
SUPERVISION
- Participate in recruitment, selection, training, supervision, and evaluation of student staff.
- Attend weekly meetings and student-staff sponsored activities.

ADVISING
- Advise student groups such as the Association of Residence Halls (ARH), National Residence Hall Honor ary (NRHH), Social Justice Alliance (SJA), Future Leaders in Student Affairs (FLSA), and Executive Board.

ADMINISTRATIVE SKILLS
- Develop programs to support the specific needs of on-campus residents.
- Present programs to outside groups on topics relevant to the focus areas.
- Implement special projects related to academic success, enrollment management, leadership, and/or diversity initiatives.
- Serve on one departmental committee annually.
- Assist in the management of student group or community budgets.
- Participate in on-call duty rotation.
- Address appropriate conduct issues and participate in the conduct process.

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, personal problems, mental health concerns, and retention of residents.
- Lead recruitment-related events and activities with prospective students and their families.

HOW TO APPLY
If interested in any of our graduate assistantships, please submit the following:
• Cover letter stating your intended program of study
• Resume
• 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 Mild Campus Dr. North
Manhattan, KS 66506-4601
Email: hshiring@ksu.edu
Phone: 785-532-6453

KANSAS STATE UNIVERSITY HOUSING AND DINING SERVICES

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

VOICE
785-532-6919 or 800-651-1816

EMAIL
hshiring@ksu.edu

WEB
www.k-state.edu/grad

MASTER'S DEGREE

DEGREES
SOUGHT OUT BY
PAST GRADUATE ASSISTANTS

KANSAS STATE UNIVERSITY

HUMAN DEVELOPMENT
SPECIAL EDUCATION
POLITICAL SCIENCE
SCHOOL Counseling
PUBLIC RELATIONS
ADMINISTRATION

DEGREE

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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 credits 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 degree in Counseling and Student Development with an emphasis in College Student Development. This emphasis is designed to prepare students for work in college or university settings within a variety of student affairs functional areas and to ensure that students meet the professional entry-level and advancement requirements in the field. A minimum of 39 graduate credit hours are required in the program. Students complete 33 credit hours of core requirements in addition to 6 credit hours aligned with one of two options: the Student Affairs Administration option or the Social Justice Education option.

APPLICATION REQUIREMENTS

Applicants seeking admission to this master's degree program must submit the information noted below:

• Complete the Kansas State University Graduate School application and pay any application fees.
• Submit official transcripts.
• Applicants must have a 3.0 GPA in their third and fourth undergraduate years, to be considered for traditional admission. Those with 2.65-2.99 GPA's may be eligible for probationary admission.
• Statement of goals and professional experience.
• 1–2-page, double spaced document that includes the following:
  • Career and professional goals, and how being accepted into this program will benefit these.
  • Reason for interest in the CSD program.
  • Professional resume or Vita.
  • English Language Proficiency (for those whose primary language is not English.)

For more information and clarification on application requirements and the CSD program: https://coe.k-state.edu/academics/graduate-programs/college-student-development-masters/.

DEADLINE

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

CORE COURSES:

• History and philosophy of higher education (3 credits)
• Research methods in education (3 credits)
• Principles of student affairs administration (3 credits)
• Student success and learning in higher education (3 credits)
• Diversity in higher education (3 credits)
• Current issues in higher education (3 credits)
• Individualized learning experience in higher education (3 credits)
• Student development/therapy (3 credits)
• Trends in career development (3 credits)
• Practicum in higher education (3 credits)
• College students with disabilities (3 credits)

For more information and clarification on application requirements and the CSD program: https://coe.k-state.edu/academics/graduate-programs/college-student-development-masters/.