

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
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104 Pittman Building, 1531 Mid Campus Dr. North
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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.