

THE

KANSAS STATE
UNIVERSITY
Department of
Housing and Dining Services

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. By 2025, Kansas State University will be a premier, student-centered, public research university serving communities at home and across the globe through our land-grant mission.

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

WELCOME



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.

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.



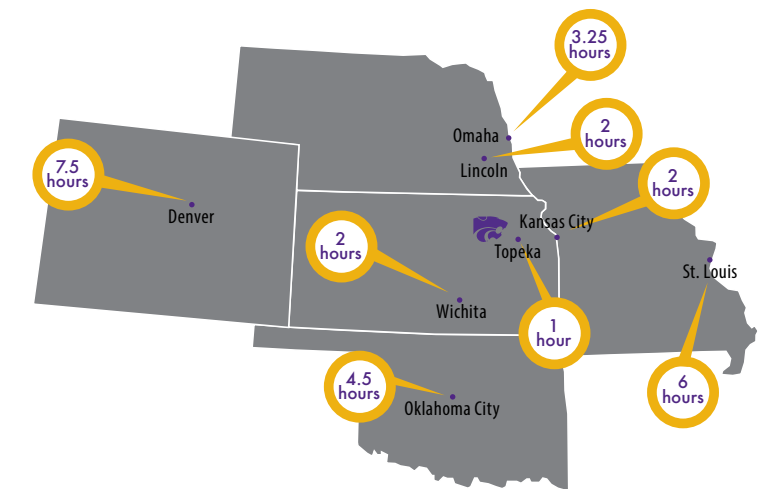
ABOUT US

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.

MANHATTAN, KANSAS

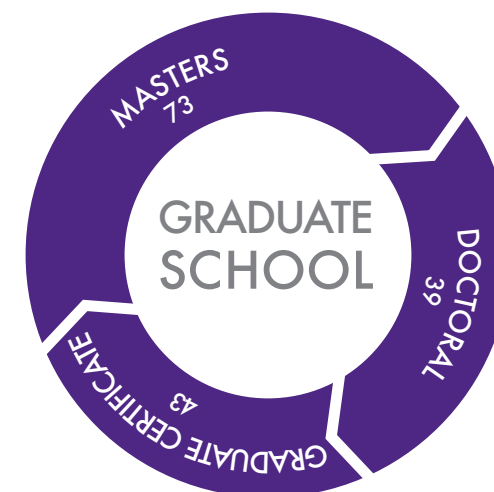
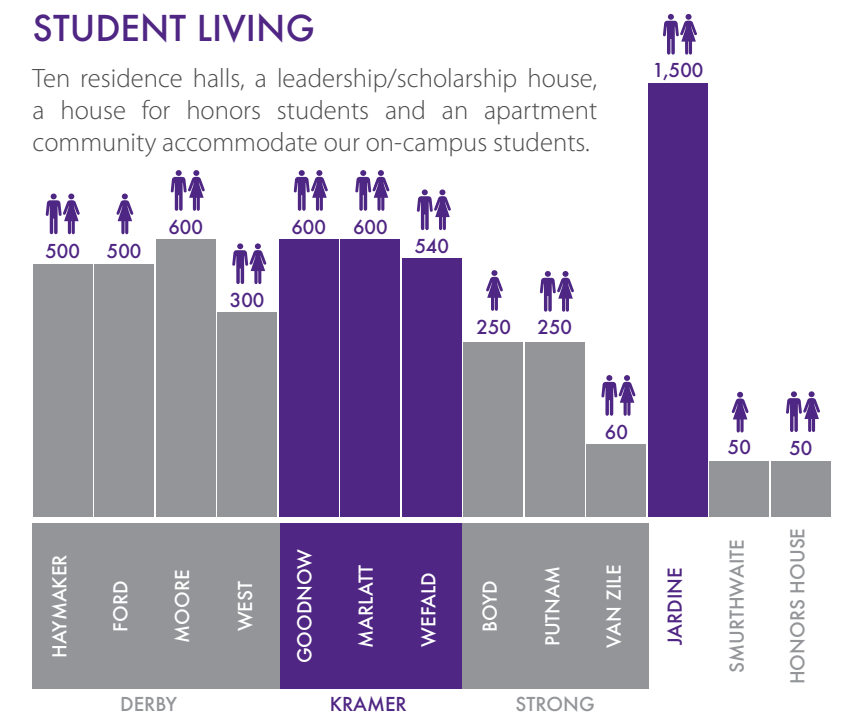
Kansas State University is located in Manhattan, Kansas. In the heart of the scenic Flint Hills region, Manhattan is 120 miles west of Kansas City, and serves a three-county regional area as a leader in education, health care, entertainment, culture and communication.



- 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

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

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 K-State's 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!

BOREDOM IS NOT AN OPTION

ALUMNI CENTER

Delve into K-State history through campus artifacts, Royal Purple yearbooks and K-Stater magazines. Be sure to scope out the aquarium filled with purple sea life, and the original 1859 Bluemont College arch in the fireplace.

THE ARTS

Catch K-State theatre, dance, music or English students in live performances. You can view photography, sculptures, paintings and architectural renderings by K-State students and faculty in galleries throughout campus. Students, locals and visitors enjoy McCain Performance Series events and exhibits at the Marianna Kistler Beach Museum of Art.

ATHLETICS

Wildcat fans roar for the 16 men's and women's varsity teams that participate in the Big 12 Conference under legendary coaches.

CALL HALL DAIRY BAR

The campus dairy bar serves student-made ice creams and other dairy products. Students produce more than 20,000 gallons of ice cream each year. Flavors include Purple Pride, Candy Crunch and Apple Dapple.

COLBERT HILLS GOLF COURSE

A world-class championship course open to the public, Colbert Hills is home to Kansas State University's men's and women's golf teams, a living lab for environmental research and a classroom for students in the golf course management program.

INSECT ZOO

Check out bugs from around the world in both live and preserved insect displays. The insect zoo features interactive exhibits for the kids with creepy crawlies such as scorpions and tarantulas.

KANSAS STATE UNIVERSITY GARDENS

This horticultural display garden offers a variety of landscape and ornamental plants in different aesthetic settings. Plant collections include day lilies, irises, roses and more.

K-STATE LIBRARIES

History buffs can access special collections on subjects such as cookery and military history at Hale Library—the largest and one of the most recognized buildings on campus. Patrons can also attend a concert, film, exhibit or lecture; enjoy the building's architecture; make use of top-notch technology; or ask a librarian for help finding a perfect book or researching your favorite topic.

K-STATE STUDENT UNION

Known as the campus living room, this facility features dining, shopping, recreation, meeting spaces and much more, including a 90,000-square-foot outdoor plaza. Each week the Union hosts films, concerts, art exhibits and festivals. Bowling and billiards are offered in the recreation center.

RECREATIONAL SERVICES

Together, the Chester E. Peters Recreation Complex and the Ahearn Natatorium contain great facilities and fitness programs for the entire campus community. Club sports teams compete with other universities in more than 20 sports from baseball to water skiing, and intramurals programs feature competitions in more than 40 sports.



FLINT HILLS DISCOVERY CENTER

RESOURCES

IDENTITY GROUPS AND
SUPPORT SERVICES

BLACK FACULTY AND STAFF ALLIANCE

The Black Faculty and Staff Alliance furthers the success of black faculty, staff and students through initiatives such as fundraising, scholarships and conference support. The BFSA has a rich history at Kansas State University. The organization was founded in the early 1980s to provide a voice for the university's African-American faculty and staff. Our goal is to bring together those who have an active interest in promoting racial equality at both K-State and around the globe.

The BFSA also acts in an advisory capacity to the university president on issues affecting its members. We encourage networking by fostering a positive social environment and building alliances with other campus organizations. We welcome those in our campus community who are dedicated to social justice to join our cause through membership.

Learn more at www.k-state.edu/bfsa/index.html.

ALIANZA

Alianza is a faculty and staff organization that advocates the advancement of Hispanics and Latinos at Kansas State University. Alianza monitors and defends the rights of Hispanics, Latinos and other minority groups. Members meet every month during the academic year to review the inclusiveness of K-State's community and to facilitate career development and professional opportunities for Hispanic and Latino faculty, staff and students.

Cultural heritage in all of its aspects, such as history, art, language and cuisine, is an important component of Alianza's identity and mission. Alianza has at least one social event per semester during the academic year. All Hispanics and Latinos and all those who affirm Alianza's aims are welcome to attend our meetings and to become acquainted with our members.

Alianza's executive committee is composed of a president, vice president, treasurer, secretary, board member at-large and past presidents. Alianza provides advice to the provost and other campus officials on

matters of concern to Hispanics and Latinos for the benefit of the entire university. Interactions with Hispanic and Latino student organizations are frequent.

By sustaining lines of communication with the wider community and with other minority groups, Alianza provides a resource for its members, for other minorities and for all members of the K-State community who seek understanding that transcends cultural boundaries.

Learn more at www.k-state.edu/alianza.

INDIGENOUS ALLIANCE

The Indigenous Alliance is K-State's faculty, staff and graduate student affinity group for Native American, First Nations and Indigenous peoples. The organization was created in 2015 to address the need for support, growth and greater visibility of Indigenous people, nations and perspectives on K-State's campus, the state of Kansas, and beyond. This includes incorporating Indigenous knowledges and methodologies into both the academy and campus life. Given that not only K-State — but also every university in the United States — is on Indigenous lands, the recognition that America's history begins and continues through Indigenous contexts is essential. K-State is on the ancestral lands of the Kansa (Kaw people) and Kansas is home to four tribal nations: the Iowa, Kickapoo, Prairie Band Pottawatomie, and Sac and Fox.

Our mission, then, is to create decolonized spaces at the university and increase the presence, promotion and support of Indigenous faculty, staff and students.

Learn more at www.k-state.edu/indigenous-alliance/about.html.

WOMEN OF K-STATE

The initiative coordinates the efforts for the recruitment, retention and advancement of the women of K-State. The mission is to create a structure and support system that helps K-State provide a superlative environment for the growth and advancement of all women.

The group is represented by a tapestry: The vertical strands represent our different roles on campus such as future students, undergraduate students, graduate students, faculty, staff, administrators, alumnae and friends. The horizontal strands relate to the various groups we belong to such as women of color, single, dual career, with children, with aging relatives, sororities, athletes, military, early career, mid-career, late career and so on.

Together the strands make a tapestry — the Women of K-State.

The strands are not very strong individually, but combined and interwoven to support one another they create a strong network.

Learn more at www.k-state.edu/women.

FLINT HILLS HUMAN RIGHTS PROJECT

FHHRP's mission is to use the political process, education and advocacy to ensure and promote dignity, safety, equality for and the civil and human rights of lesbian, gay, bisexual, transgender, transsexual, intersex and questioning (LGBTTIQ) individuals in Manhattan, the Flint Hills region and the state of Kansas.

FHHRP seeks to promote a society where people of all classes, races, sexual orientations and gender identities can enjoy complete sexual and reproductive freedom and expression, as part of their full enjoyment of life, without fear of harassment, physical harm, or economic or legal penalty.

FHHRP is committed to the principle that access to political, social, cultural, and economic resources is a fundamental right of all, and we work to create sexual, racial, social, cultural and economic equity through grassroots organizing, public education, advocacy, support and research.

Learn more at www.fhhrp.com.

LGBTQ* FACULTY AND STAFF ALLIANCE AT K-STATE

The purpose of LGBTQ*FSA is to support and advocate for sexuality and gender identity-based issues on the Kansas State University campus.

The LGBT faculty and staff, along with campus allies, seek to encourage and support Kansas State University's efforts in the recruitment, retention, and professional advancement of sexuality and gender identity minority faculty and staff. This includes mentoring of junior faculty/staff, professional development, opportunities for advancement and promotion, and advocating for dual career issues.

LGBTQ*FSA also advocates for Kansas State University's efforts in the recruitment and retention of diverse sexuality and gender identity minority students by serving as resources and mentors to the students, support of student organizations, and advisement of University recruitment, retention and graduation efforts.

Learn more at www.k-state.edu/lgbt/faculty_staff.html.

COUPLE AND FAMILY THERAPIST INTERNSHIP

The Department of Housing and Dining Services recognizes that employees sometimes experience personal concerns such as anxiety, stress, marital issues, family conflicts and other relationship difficulties. To assist employees in addressing these issues, HDS has established a partnership with K-State's School of Family Studies and Human Services for a Couple and Family Therapy (CFT) intern to provide on-site support for employees and their significant others.

CFT is a professional discipline that focuses not only on an individual, but on his or her multiple relationships, including workplace relationships, marriage, couples and family systems. Services are intended to help employees better handle a personal difficulty that could impact their life, both at a personal and professional level.



OUR K-STATE STORY



OPE

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."



TPE

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."



TPE

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."



OPE

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."



OPE

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."



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!"



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!"



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."



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."



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."



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."





WHAT WILL YOUR K-STATE STORY SAY?



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."



JOB DESCRIPTION

PROFESSIONAL COMMUNITY COORDINATOR KANSAS STATE UNIVERSITY HOUSING AND DINING SERVICES ONE OR MORE VACANCIES

JOB SUMMARY

The Community Coordinator (CC) provides leadership and supervision for a multicultural population of 250 to 650 students within the residence halls or the Jardine Apartments. The coordinator's primary function is to direct and oversee the operations of residential communities. This position may involve the staffing and supervision of 6-18 resident assistants or residential learning assistants and 1-2 graduate assistant coordinators. The CC provides leadership within their community for student conduct proceedings and student success and retention initiatives. Duties include student development, training, advising student groups, facilities management, professional development, administrative and managerial responsibilities. The CC assesses, contributes to and oversees the implementation and enhancement of student learning outside the classroom through programmatic opportunities. Additionally, the CC engages in and facilitates conversations around equity and inclusion with student staff and peers.

QUALIFICATIONS

- Master's degree in student personnel or related area.
- Experience working with on-campus housing.
- Experience with community living, leadership development, programming, and teaching or training.
- Skills in selecting, supervising and training student staff.
- Advising student groups.
- Ability to work in a multicultural environment.
- Ability to interact with a diverse staff.
- Excellent oral and written communication skills.
- Familiarity with student housing operations.
- Good time management skills and the ability to work with interruptions.

REMUNERATION AND BENEFITS

The Community Coordinator is a 12-month, full-time, live-in, benefits eligible unclassified position. Benefits include a full meal plan, retirement plan, paid leave time, tuition assistance, and health, dental and life insurance. In addition, this position offers \$1,400 for professional development opportunities. Learn more at www.k-state.edu/hcs/benefits/overview.

Pay Range: \$35,000 - \$42,000 is the pay range for this position. Please note: the minimum annual pay for this position is \$35,000. Actual pay will be determined based on the candidate's experience, education, internal equity and departmental funding. The range indicated includes both the typical hiring range and potential future progression. Coordinators are currently classified as non-exempt hourly employees and can receive overtime pay, but the position is under review to become salaried.

HOW TO APPLY

If you are interested in becoming a Community Coordinator, apply online at careers.k-state.edu/cw/en-us/job/508841/community-coordinator.

Background check is required.

RESPONSIBILITIES

Maintain positive, harmonious relationships with university, community, campus leadership, students, faculty, staff, parents and guests.

STUDENT DEVELOPMENT

- Participate in the recruitment, selection, training, supervision, and evaluation of graduate and paraprofessional staff in community.
- Interact with students on a regular basis, providing information and assistance concerning academic issues, peer conflicts, personal problems, etc.
- Collaborate with the Departmental Initiatives Team and academic colleges to ensure that residents' academic needs are being met.
- Provide resources and support to the Resident Assistants for activities, educational opportunities and programs in the community.
- Serve as a conduct administrator and adjudicate student conduct cases that occur within on-campus housing.
- Opportunity to advise and train the community governing boards; attend weekly meetings and sponsored activities.
- Opportunity to assist with management of CAT communities (living-learning communities in the residence halls).

ADMINISTRATIVE/MANAGERIAL

- Compile various reports, maintain records, and oversee check-ins, checkouts and room changes.
- Manage Community Coordinator program account and community social and educational funds.
- Perform summer duties including those for summer school and special projects.
- Prepare for break housing and coordinate building openings, closings and transitions.
- Maintain key inventory, including ordering replacement keys and issuing and receiving keys.
- Assist in the oversight of maintenance within communities in cooperation with Facilities.
- Participate in the departmental 24/7 on-call duty and emergency response system for on campus community.

CONSIDERATIONS

DEFINITION OF TERMS

- **Working Hours (40 Hours for full time)** are from 9 a.m. to 3 p.m. Monday through Thursday, and 9 a.m. to noon on Friday. Thirteen additional flex hours are to be served at your discretion, but need to include staff and Hall Council meetings.
- **On Call** is campus-wide coverage with two senior staff (either grad or full time); one as primary and one as secondary, covering the residence halls and Jardine.
- **Overtime** is time worked beyond the "working hours" for a senior staff member, approved by their supervisor in advance for special events situations (see section below).

COMMUNITY COORDINATOR STAFF

- CCs will be expected to have scheduled office time during working hours (see above) with an hour blocked for lunch, resulting in 27 set hours a week. Meetings may be scheduled during these hours — they will just be the set and common hours for all staff.
- Staff will then be expected to have 13 hours of flex time that they schedule in the following ways:
 1. They may add the hours in the morning or afternoon as fits their schedule preference (i.e., 8 a.m. to 4 p.m. or 9 a.m. to 5 p.m., etc.).
 2. They will use the hours for evening and weekend commitments. This includes any staff meetings (including prep time before the meeting and any follow up with staff after the formal meeting), HGB meetings and events, community assistant meetings, hall programs, attendance at floor meetings, or other expected business that occurs outside of 8 a.m. to 5 p.m. work hours. This may include scheduling evening office hours if staff wish.

3. If a staff member does not have evening commitments that amount to 13 hours, they will be expected to supplement their office hours for the week.
- CCs are expected to work 40 hours each week. Hours may not be banked for future weeks.
 - If CC anticipates needing more than 13 hours of work in the evenings or weekend in a week, they should consult with their supervisor prior to the week in question to arrange a change in work hours to accommodate for increased hours in the evening.

SPECIAL EVENTS AND OVERTIME CONSIDERATION

- Certain events and time frames requiring extra time outside of the standard work week will be reviewed to ensure balance of staff's time.
- These events and time frames may include, but are not limited to:
 - Opening and closing of residence halls
 - Check-ins and checkouts of Jardine Apartments
 - Student leadership retreats
 - Orientation and recruitment events
 - Staff hiring and recruiting
 - Conference travel and professional development
 - Staff training events

PARTICIPATION IN CAMPUS COMMITTEE AND VOLUNTEER EVENTS

- While collaborating with campus partners on campus is important, participation in campus committees and volunteer events are not required as part of the scope of the position and will need to be discussed and approved by supervisors. Consideration will be given to the amount of time that each commitment will require.
- Participation in campus committees and opportunities aligned with job expectations will count toward your normal work week. For example, if you are asked to serve on a campus hiring committee or advisory committee, that would count as part of your work week.

CONSIDERATIONS

ADDITIONAL CONSIDERATIONS

- Teaching appointments that receive additional pay or compensation are not included for HDS working hours.
- Teaching internal HDS courses will be included as part of HDS working hours.
- Cross-university hiring committees will be included with supervisor approval, as mentioned above.
- Coordinators are issued a cell phone for work usage in place of office landlines. Since the cell phone is the primary method of internal and external communication in relation to your role, each phone is equipped with an unlimited data plan.

PROFESSIONAL DEVELOPMENT

Coordinators receive \$1,400 in professional development funds. Opportunities both in and out of the department include chairing and serving on committees, teaching opportunities, supervising graduate students and regional/national involvement.

EDUCATIONAL OPPORTUNITIES

- Employee tuition assistance is included. Employees receive one undergraduate or graduate course for up to three hours of credit during each semester.
- K-State offers the opportunity for employees to earn a Ph.D. in Student Affairs in Higher Education.
- Spouses and dependents may receive a tuition grant for up to seven undergraduate credit hours or three graduate hours per fall and/or spring semester.



STAFF DINING AT K-STATE

Community Coordinators receive a meal plan that provides 400 all-you-care-to-eat meals per semester and 300 during the summer, to be used by the coordinator and their guest(s). Learn more about our dining program at housing.k-state.edu/dining.

CONCEAL AND CARRY POLICY

On July 1, 2017, all public universities in Kansas made a transition to campuses at which any individual who is 21 years of age or older and is lawfully eligible to carry a concealed handgun in Kansas may do so on state university campuses, except in buildings and areas of buildings for which adequate security measures are provided, and except as otherwise prohibited by law. This change in policy has had little to no impact to this point for on-campus housing. However, we felt it was important to inform candidates of this policy. More information can be found at www.k-state.edu/vpaf/weaponspolicy/approved-BOR-weapons-policy.pdf.

BENEFITS

FRINGE BENEFITS

- Eight hours of vacation leave per pay period up to a maximum of 176 hours per year and 3.7 hours of sick leave per pay period.
- Health, vision, and dental insurance is included.
- View additional benefits information at www.k-state.edu/hr/current-employees/benefits/summary.html.

APARTMENT

- Coordinator apartments are fully furnished, including utilities and wireless internet.
- Live-in partners/roommates are permitted following passage of background check.
- Our pet-friendly policy allows one cat or one dog to live in the apartment.

PARKING

- Coordinators have access to "staff" parking on campus with purchase of a parking permit.

MEALS

- A full meal plan (400 all-you-care-to-eat meals per semester and 300 during the summer), is included.

LAUNDRY ALLOWANCE

- Access to in-apartment private laundry.

PROFESSIONAL DEVELOPMENT

Coordinators receive \$1,400 in professional development funds. Opportunities both in and out of the department include chairing and serving on committees, teaching opportunities, supervising graduate students and regional/national involvement.

EDUCATIONAL OPPORTUNITIES

- Employee tuition assistance is included. Employees receive one undergraduate or graduate course for up to three hours of credit during each semester.
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LEARN MORE

Complete Benefits Summary:

www.k-state.edu/hcs/docs/BenefitsSummary-Uncl-Print.pdf

Ph.D. in Student Affairs in Higher Education:

coe.ksu.edu/secsa

ANDERSON HALL



COMMITTEES

CHOOSE YOUR EXPERIENCE: This committee focuses on resident retention. Members coordinate a marketing plan to encourage residents to renew their contracts, and works to disseminate information about the room selection process.

EQUITY AND INCLUSION: This committee is responsible for planning monthly development training for senior and student staff, as well as the gathering of resources for the Multicultural Resource Center. Some projects will include overseeing the Jardine Global Women's Society, Departmental Coffee Chats, and the research and implementation of a student group called the Social Justice Alliance.

FULL-TIME HIRING: This committee reviews resumes, coordinates on-campus interviews and searches for candidates via online databases like OPE and TPE.

GRAD HIRING: The graduate hiring committee is responsible for all aspects of graduate hiring including marketing, recruitment, interviewing at OPE, coordinating the on-campus interview process, extending job offers and onboarding.

IDEA TO IMPLEMENTATION: This committee is responsible for large-scale departmental projects including opening, closing, departmental workgroups (as needed), StrengthsQuest implementation and other projects as ideas emerge.

INTERN HIRING: This committee is responsible for the creation of the internship(s) for summer as well as coordinating the selection processes laid out by ACUHO-I and NASPA. They also serve as transition assistants to those individuals who supervise the interns when they arrive.

PROFESSIONAL STAFF DEVELOPMENT & TRAINING: This committee is responsible for the development of our graduate and full-time staff. They plan the professional development activities for the staff—usually between 2-4 per semester—based on departmental competencies.

RA HIRING: This committee is responsible for the RA recruitment process including info sessions, interviews, reference checks, selection and onboarding.

RECRUITMENT TRAVEL TEAMS: The OPE team will recruit and interview graduate students at the Oshkosh Placement Exchange in Oshkosh, Wisconsin, and the TPE team will recruit and interview new full-time staff members at the annual Placement Exchange before the NASPA conference.

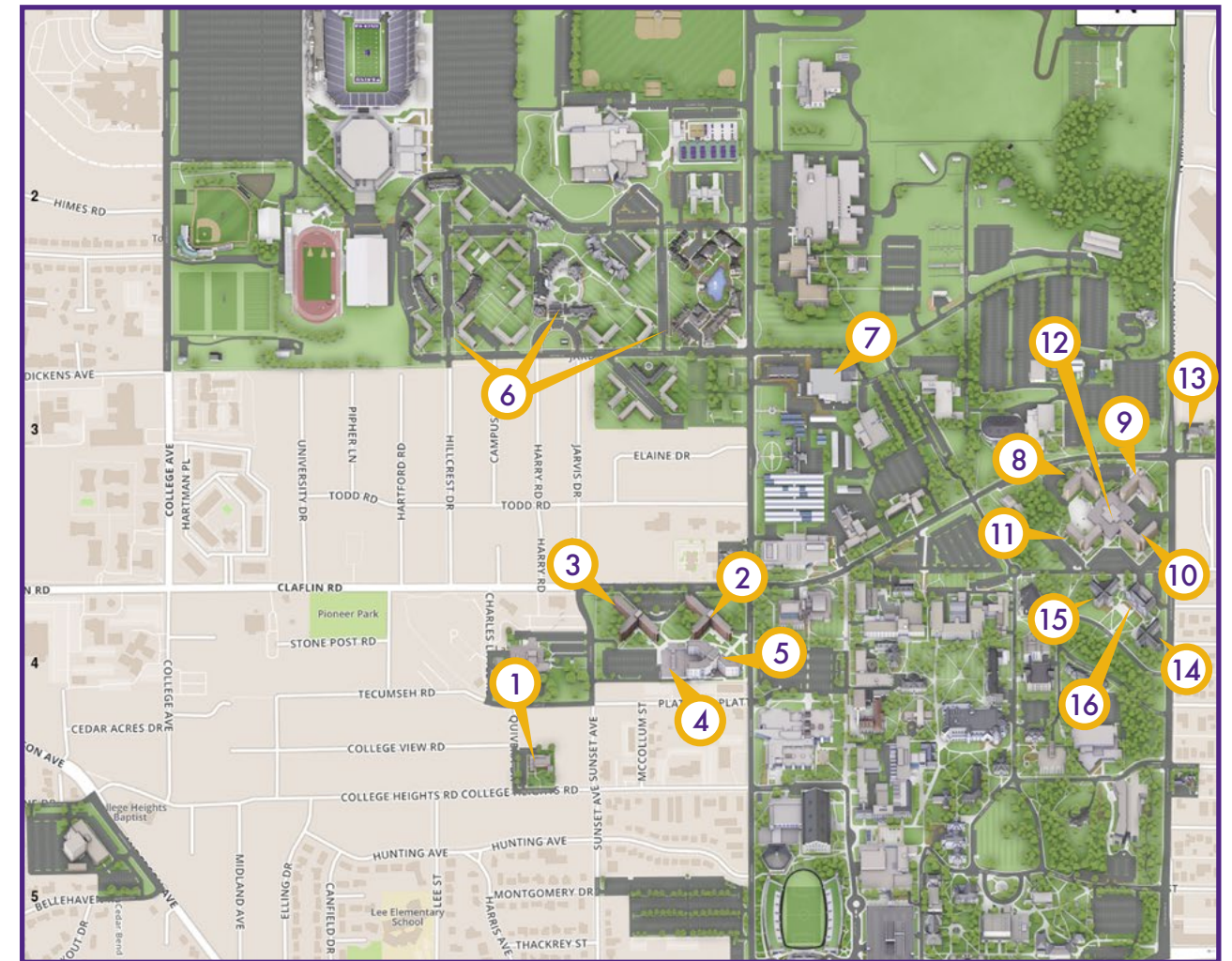
PROFESSIONAL STAFF DEVELOPMENT & TRAINING: This committee is responsible for the development of our graduate and full-time staff. They plan the professional development activities for the staff—usually between 2-4 per semester—based on departmental competencies.

STUDENT STAFF TRAINING AND DEVELOPMENT: This committee is responsible for the development of our student staff by planning fall and winter training. This committee also provides ongoing training and development opportunities, such as those through KARA.

TEAM DEVELOPMENT AND RECOGNITION
This committee is responsible for organizing social events and recognition opportunities for staff within the department.



DEPARTMENT MAP



- | | | | |
|-----------------|-----------|-----------------|----------------|
| 1 Honors House | 5 Wefald | 9 Haymaker | 13 Smurthwaite |
| 2 Goodnow | 6 Jardine | 10 Ford | 14 Putnam |
| 3 Marlatt | 7 Pittman | 11 West | 15 Boyd |
| 4 Kramer Dining | 8 Moore | 12 Derby Dining | 16 Van Zile |

The full Kansas State University campus map can be found at k-state.edu/maps.

Kansas State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status, in the university's programs and activities as required by applicable laws and regulations. The person designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning the nondiscrimination policy is the university's Title IX Coordinator: the Director of the Office of Institutional Equity, equity@k-state.edu, 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801. Telephone: 785-532-6220 | TTY or TRS: 711. The campus ADA Coordinator is the Director of Employee Relations and Engagement, who may be reached at charlott@k-state.edu or 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801, 785-532-6277 and TTY or TRS 711.

Revised Aug. 29, 2017

BE PART OF OUR K-STATE STORY



housing.k-state.edu

Department of Housing and Dining Services

Kansas State University

104 Pittman Building

1531 Mid Campus Dr. North

Manhattan, KS 66506

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reslife@k-state.edu

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KANSAS STATE
UNIVERSITY

Department of
Housing and Dining Services