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

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

- **Teamwork**
  - Teamwork is individual strengths put into team tasks, their manner of interacting with other strengths on the team, and the quantity and quality of contributions they make to team discussions.

- **Diversity**
  - Diversity is active and varied student engagement experiences that create awareness and understanding of skills necessary to live and work in a global society.

- **Problem Solving**
  - Problem solving is the process of defining an open-ended question or desired goal, and the design, evaluation and implementation of a strategy to achieve that goal or answer.

- **Career Development**
  - Career development is the process of developing self-awareness, occupational knowledge, decision-making abilities and job search skills for transitioning from college to career.

- **Leadership**
  - Leadership is mobilizing others into action to make progress on difficult challenges that impact the communities where we live and work.

- **Communication**
  - Communication is purposeful, designed to increase knowledge and foster understanding or promote change in the listeners’ attitudes, values, beliefs or behaviors.

KANSAS STATE UNIVERSITY

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

9 COLLEGES
Agriculture, Architecture, Planning and Design, Arts and Sciences, Business Administration, Education, Engineering, Human Ecology, Technology and Aviation, Veterinary Medicine

MANHATTAN, KANSAS

Kansas State University is located in Manhattan, Kansas. 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.

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.
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 best quality of life, No. 2 for town-gown relations, No. 2 for best athletic facilities, No. 13 for best career services and No. 16 for best college dorms.

NEED A BACKSTAGE PASS?
Here’s a preview of what you can expect during your time in the Little Apple.

PLACES
• Shop, dine and explore the cozy streets of Aggieville, a hot spot for students with prime shopping, nightlife, dining and entertainment.
• Visit the vibrant and revitalized downtown and the mall for even more shopping and dining.
• Learn more about the beautiful region around you at the Flint Hills Discovery Center.
• Admire exotic animals at the Sunset Zoo, open seven days a week, 360 days a year.
• Take a trip into the past at the Riley County Historical Museum.
• Relax and enjoy the natural beauty inside the university gardens.
• Check out the creepy crawlies at 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 Kansa 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-State magazines. Be sure to scope out the aquarium filled with purple sea life, and the original 1859 Bluemont College arch in the fireplace.

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.

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.

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.
BLCK FACULTY AND MFF 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 BFS/SA 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 BFS/SA 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 Potawatomi, 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 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, alumnii 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 (LGBTTTIQ) 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*SA 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*SA 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.
KEVIN COOK
ASSOCIATE DIRECTOR, STUDENT LIVING
BACHELOR’S DEGREE
Biology, Southeast Missouri State University
MASTERS DEGREE
Student Affairs Administration in Higher Education, Ball State University
DOCTORAL DEGREE
Student Affairs in Higher Education, Kansas State University
HOMETOWN
Malden, Missouri
WHY K-STATE?
“Having been here for more than 17 years, it’s the people that drew me here and the people who keep me here. The colleagues, faculty, administrators and most importantly the students.”

NICK LANDER
ASSOCIATE DIRECTOR, STUDENT LIVING
BACHELOR’S DEGREE
Psychology, Kansas State University
MASTERS DEGREE
Student Affairs Administration in Higher Education, Ball State University
DOCTORAL DEGREE
Student Affairs in Higher Education (in progress), Kansas State University
HOMETOWN
Arkansas City, Kansas
WHY K-STATE?
“K-Staters are engaged and committed to being part of the K-State community. Additionally, my family and I love Manhattan and all it has to offer.”

EDDY GONZALEZ
AREA COORDINATOR, STUDENT DEVELOPMENT
BACHELOR’S DEGREE
Psychology, Florida International University
MASTERS DEGREE
Counseling and Student Development, Kansas State University
HOMETOWN
Miami, Florida
WHY K-STATE?
“Manhattan is an incredibly special place. The students take pride in where they study, the employees take pride in where they work, and the locals take pride in where they live. That pride makes everything so much more energetic and inviting.”

BROOKS HETLE
AREA COORDINATOR, STUDENT RECRUITMENT AND ACADEMIC SUPPORT
BACHELOR’S DEGREE
Business Administration and Business Communications, University of Mary Hardin-Baylor
MASTERS DEGREE
Student Affairs in Higher Education, Colorado State University
DOCTORAL DEGREE
Adult Learning and Leadership (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.”

ANNA TAYLOR
ASSISTANT COORDINATOR, DEPARTMENTAL INITIATIVES
BACHELOR’S DEGREE
International Studies and Spanish, Kansas State University
MASTERS DEGREE
Counseling and Student Development (in progress), Kansas State University
HOMETOWN
Overland Park, Kansas
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!”

BRAXTON BELLAMY
ASSISTANT COORDINATOR, DEPARTMENTAL INITIATIVES
BACHELOR’S DEGREE
Education and Human Sciences, University of Nebraska-Lincoln
MASTERS 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!”
I was looking to move closer to home and I chose K-State; not only because it provided well-thought-out and substantive ways they care for their staff, which is crucial for any new student affairs professional.

The atmosphere felt on campus and in the community is something I have never really felt before.

"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."

"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."

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.

"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!"

"I chose K-State because of the fun and entertaining atmosphere."

"K-State 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."
MEGAN JOHNSON
COMMUNITY COORDINATOR, WEFAILD 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 environment to live and work in.”

Neffertia Tyner
ASSISTANT COMMUNITY COORDINATOR, BOYD HALL
BACHELOR'S DEGREE
Psychology, Michigan Technological University
MASTER'S DEGREE
Counseling and Student Development, 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, 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.”

Emmit Forbush
ASSISTANT COMMUNITY COORDINATOR, PUTNAM HALL
BACHELOR'S DEGREE
Psychology, Michigan Technological University
MASTER'S DEGREE
Counseling and Student Development, 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.”

Allison Coleman
COMMUNITY COORDINATOR, MARLATT HALL
BACHELOR'S DEGREE
Health Science, Ball State University
MASTER'S DEGREE
College 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.”

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 environment to live and work in.”

Allison Coleman
COMMUNITY COORDINATOR, MARLATT HALL
BACHELOR'S DEGREE
Health Science, Ball State University
MASTER'S DEGREE
College 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
Counselling 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, WEFAID HALL
BACHELOR’S DEGREE
Political Science and History, Ball State University
MASTER’S DEGREE
Counselling and Student Development (in progress), Kansas State University
HOMETOWN
Greensboro, 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
Counseling and Student Development (in progress), Kansas State University
HOMETOWN
Pine Bluff, Arkansas
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."

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
Oklahoma, Kansas
WHY K-STATE?
"I was drawn by the people! The pride with which both students and staff love K-State is contagious."

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
Counselling 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."

LAUREN JUST
ASSISTANT COMMUNITY COORDINATOR, JARDINE DENISON NEIGHBORHOOD
BACHELOR’S DEGREE
Communication Studies, Kansas State University
MASTER’S DEGREE
Counselling 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."

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OPE
AISHA LEE
ASSISTANT COMMUNITY COORDINATOR, JARDINE WEST END NEIGHBORHOOD
BACHELOR’S DEGREE
Child, Youth and Family Studies, University of Nebraska-Lincoln
MASTER’S DEGREE
Counseling and Student Development (in progress), Kansas State University
HOMETOWN
Grand Island, Nebraska
WHY K-STATE?
"K-State seemed like a place that would challenge me to grow but support me through adversity. Throughout my assistantship, I’ve found an incredibly supporting community of peers I can depend on even beyond my K-State experience."

JESSICA JONES
ADMINISTRATIVE ASSISTANT FOR RESIDENCE LIFE
BACHELOR’S DEGREE
Elementary Education: Creative Arts emphasis, University of Wyoming
MASTER’S DEGREE
Library and Information Studies: School Library Media focus, University of Oklahoma
HOMETOWN
Casper, Wyoming
WHY K-STATE?
"My parents attended K-State and we would visit my grandparents in Manhattan every summer, so I’ve been wearing purple my whole life!"

MARY REICHERT
OFFICE SPECIALIST FOR JARDINE APARTMENTS
BACHELOR’S DEGREE
Accounting, Phoenix University
HOMETOWN
Minneapolis, Minnesota
WHY K-STATE?
"I enjoy the diversity of the students and staff. There are multiple opportunities for personal growth as a staff member."

WHAT WILL YOUR K-STATE STORY SAY?
**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 communities in cooperation with Facilities, 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 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.

**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.

**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 opening and closing.
- Maintain key inventory, including ordering replacement keys and issuing and receiving keys.
- Assist in the oversight of maintenance within their community.
- Participate in the departmental 24/7 on-call duty and emergency response system for on-campus community.

**RESEARCH RESPONSIBILITIES**

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

**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 to 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 housing committee or advisory committee, that would count as part of your work week.

**DEFINITION OF TERMS**

- Pay Range: $35,000 - $42,000 is the pay range for this position.

- 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.

- Staff will then be expected to have 13 hours of flex time that they schedule in the following ways:
  - 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.).
  - 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.

**COMMITMENT**

- 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**

- CCGs 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.
- CCGs 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.

- Conference travel and professional development
- Staff hiring and recruiting
- Conference travel and professional development
- Staff training events
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.

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/hr/ current-employees/benefits/summary.html.

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.

LAUNDRY ALLOWANCE

- Access to in-apartment private laundry.

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.

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.

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LEARN MORE

Complete Benefits Summary: www.k-state.edu/hr/docs/BenefitsSummary-Uncl-Print.pdf
Ph.D. in Student Affairs in Higher Education: coe.ksu.edu/secsa

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.

BENEFITS 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 ACLUHO-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.

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Department Map

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

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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. Telephone: 785-532-6277 and TTY or TRS 711.

Revised Aug. 29, 2017
BE PART OF OUR K-STATE STORY