



THE

K-STATE

STORY

STAFF RECRUITMENT 2025

DEAR CANDIDATE,

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

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

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

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

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

Best regards,



Derek Jackson
Associate Vice President
Kansas State University

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 community building, overseeing the Student Programs and Involvement Office, K-State Student Union, Housing and Dining Services and the Parents and Family Program. Derek has a bachelor's degree in social sciences from Emporia State University, a master's degree in student counseling and personnel services from K-State, and a doctorate in student affairs in higher education from K-State.

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.



ENGAGEMENT



RELATIONSHIP



SCHOLARSHIP



QUALITY



CARE

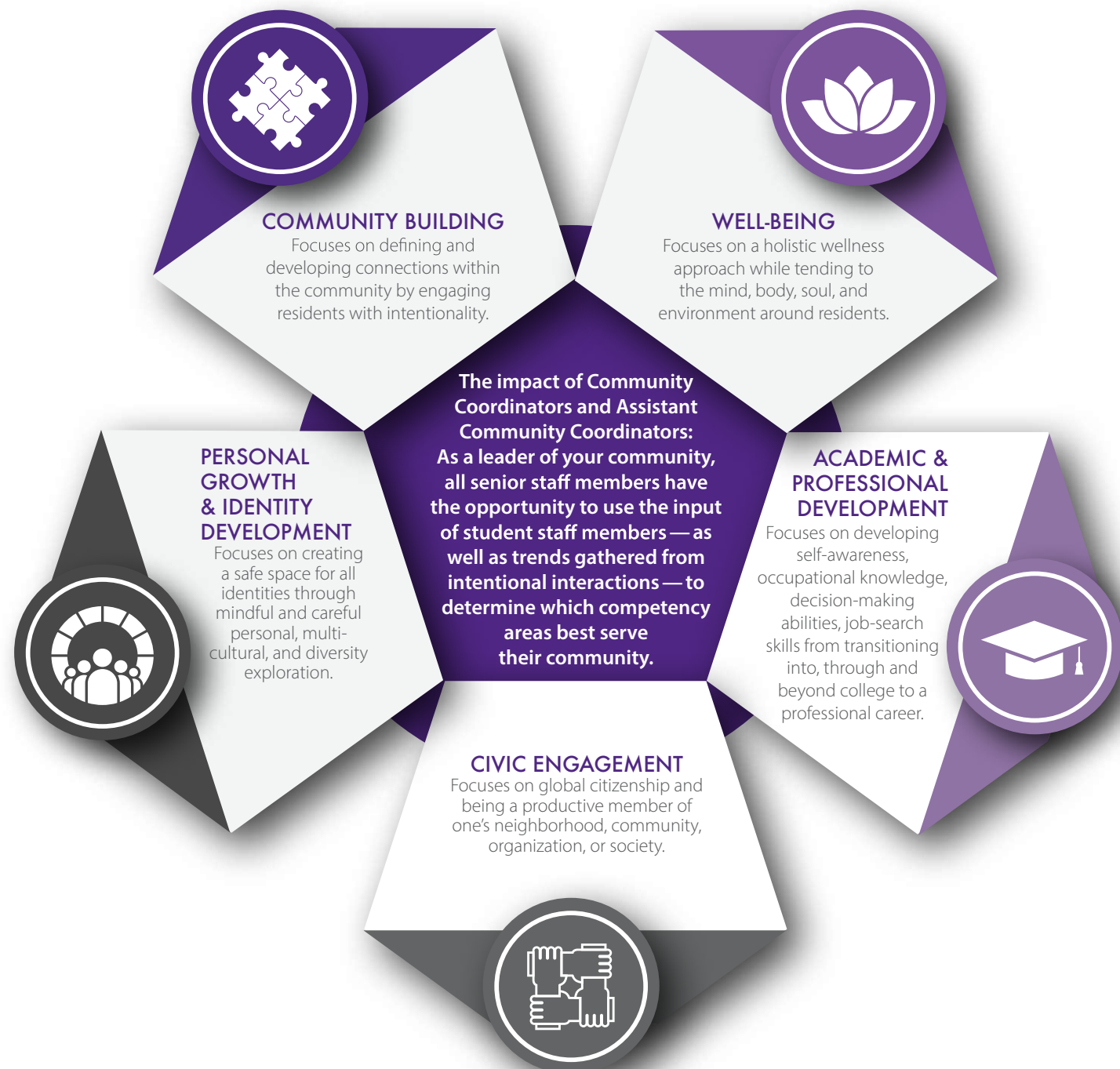
STUDENT LIVING

MANHATTAN

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.



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 2025 edition of "The Best 390 Colleges," The Princeton Review rated K-State as No. 1 for friendliest students; No. 2 for best quality of life, best student support and counseling services, happiest students, and for town-gown relations; No. 3 for career services and for athletic facilities; No. 5 for students love their school teams; and No. 8 for college residence halls. K-State also is No. 10 for best health services and No. 14 for best campus food.



FLINT HILLS DISCOVERY CENTER

NEED A BACKSTAGE PASS?

HERE'S A PREVIEW OF WHAT YOU CAN EXPECT DURING YOUR TIME IN THE LITTLE APPLE.

PLACES

- Shop, dine and explore the cozy streets of Aggieville, a hot spot for students with prime shopping, nightlife, dining and entertainment.
- Visit the vibrant and revitalized downtown and the mall for even more shopping and dining.
- Learn more about the beautiful region around you at the Flint Hills Discovery Center.
- Admire exotic animals at the Sunset Zoo, open seven days a week, 360 days a year.
- Take a trip into the past at the Riley County Historical Museum.
- Relax and enjoy the natural beauty inside the university gardens.
- Check out the creepy crawlies at the K-State Insect Zoo.

ARTS & ENTERTAINMENT

- Dance to the smooth sounds of Manhattan's annual Little Apple Music Festival during the month of August.
- Catch an art exhibit or show at the Marianna Kistler Beach Museum of Art and McCain Auditorium on campus.
- Browse the exhibits and enjoy the rides at the Riley County Fair over the summer, and don't forget the Kaw Valley Rodeo!
- Experience the visual and performing art displays at the Manhattan Arts Center.
- Improve your international culinary skills, master swing or salsa moves, scuba dive, 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!

BENEFITS OFFERED TO GRADUATE ASSISTANTS

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

COMPENSATION

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

TUITION REMISSION

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

This will include:

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

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

APARTMENT

Fully furnished apartment including utilities and wireless internet.

PARKING

Access to "staff" parking on campus with purchase of a parking permit.

MEALS

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

PROFESSIONAL DEVELOPMENT

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

LAUNDRY ALLOWANCE

Access to in-apartment or on-site laundry.

PARTNERS / ROOMMATES

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



Zara the Cat

PET POLICY

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

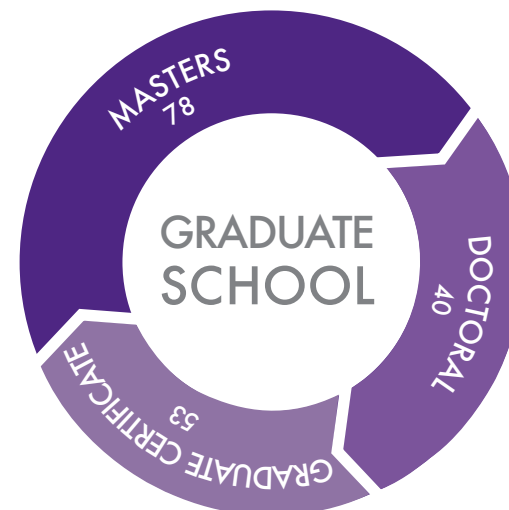


Ham the Dog

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 Academic Success and Student Affairs.

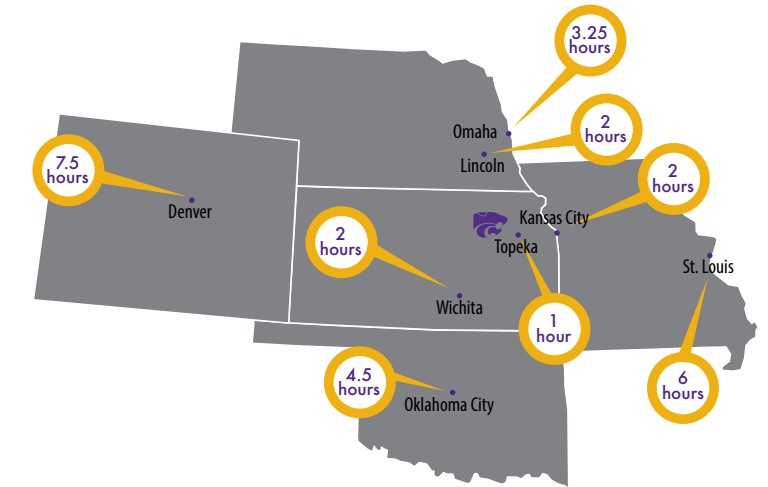
9 COLLEGES
 AGRICULTURE
 ARCHITECTURE
 PLANNING AND DESIGN
 ARTS AND SCIENCES
 BUSINESS ADMINISTRATION
 EDUCATION
 ENGINEERING
 HEALTH AND HUMAN SCIENCES
 TECHNOLOGY AND AVIATION
 VETERINARY MEDICINE



ABOUT US

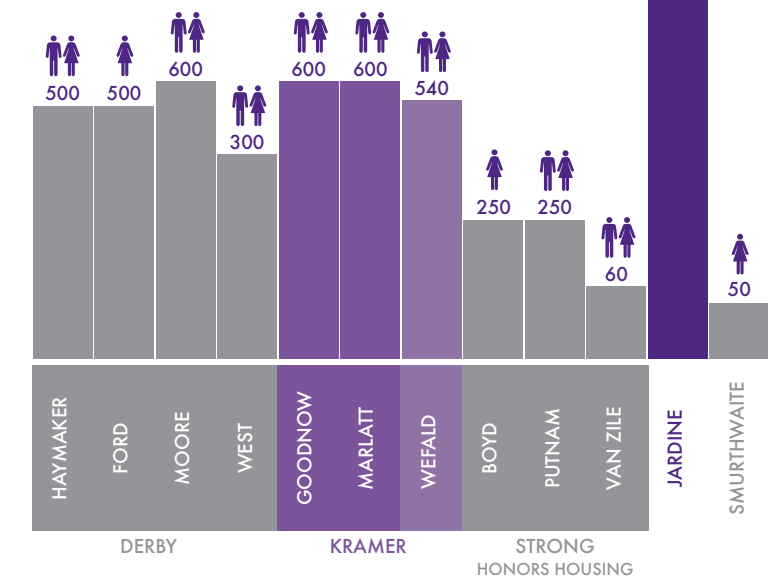
MANHATTAN, KANSAS

Kansas State University is located in Manhattan, Kansas, also known as the "Little Apple." In the heart of the scenic Flint Hills region, Manhattan has a small-town feel with a population of about 56,000. Manhattan is 120 miles west of Kansas City, and serves a three-county regional area as a leader in education, health care, entertainment, culture and communication.



STUDENT LIVING

Ten residence halls, a leadership/scholarship house, a scholars community 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 two residential dining centers, two sports grills, a bakery, three coffee shops and several convenience stores right here on campus. Whether you need a delicious meal, a late night study snack or a warm chocolate chunk cookie, we've got it covered.



NICK LANDER
ASSOCIATE DIRECTOR, STUDENT LIVING
HE/HIM/HIS
BACHELOR'S DEGREE
 Psychology and Minors in Leadership Studies and American Ethnic Studies, Kansas State University
MASTER'S DEGREE
 Student Affairs Administration in Higher Education, Ball State University
DOCTORAL DEGREE
 Student Affairs in Higher Education (in progress), Kansas State University
HOMETOWN
 Arkansas City, Kansas
WHY K-STATE?
 "As a K-State alum, I returned to Manhattan because I knew I would have a chance to work with great people at a great institution in a great community. It is home now for my family."



LEADERSHIP TEAM



AISHA LEE
ASSISTANT DIRECTOR, ACADEMIC SUPPORT AND COMMUNITY DEVELOPMENT
SHE/HER/HERS
BACHELOR'S DEGREE
 Child, Youth and Family Studies, University of Nebraska-Lincoln
MASTER'S DEGREE
 College Student Development, Kansas State University
DOCTORAL DEGREE
 Curriculum and Instruction (in progress), Kansas State University
HOMETOWN
 Grand Island, Nebraska
WHY K-STATE?
 "K-State has always been a place who accepts my authentic self and allows space for me to grow as a person and professional. The people and opportunities I have experienced here are unmatched and why I'm still here six years later!"

OUR KANSAS STATE STORY



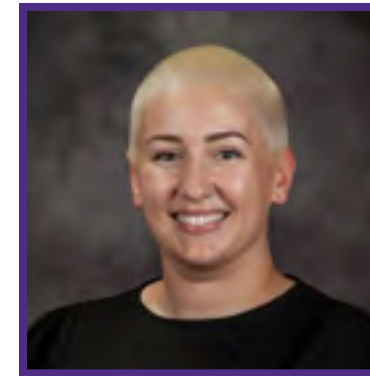
EMILY MEYER
ASSISTANT DIRECTOR, APARTMENT LIVING
SHE/HER/HERS
BACHELOR'S DEGREE
 History and Secondary Education, Ripon College
MASTER'S DEGREE
 Leadership in Student Affairs, University of St. Thomas
HOMETOWN
 Ripon, Wisconsin
WHY K-STATE?
 "I was excited for the opportunity to work with an apartment community that serves such a wide variety of students at different stages of their lives."



WHITNEY PENN
ASSISTANT DIRECTOR FOR STUDENT RECRUITMENT, MARKETING AND COMMUNICATIONS
SHE/HER/HERS
BACHELOR'S DEGREE
 Business Administration, Psychology, & Languages, Literature & Culture, Colorado State University
MASTER'S DEGREE
 Higher Education, Pennsylvania State University
HOMETOWN
 Lakewood, Colorado
WHY K-STATE?
 "K-State is a university that truly values and focuses on caring and supporting each individual student on its campus. The community is collaborative and willing to help other departments and individuals on campus to be successful and to thrive."



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



JORDAN WOLF
ASSISTANT DIRECTOR, STUDENT OUTREACH AND STUDENT STAFF DEVELOPMENT
SHE/HER/HERS
BACHELOR'S DEGREE
 Human Resources Management, Missouri State University
MASTER'S DEGREE
 College Student Development, Kansas State University
HOMETOWN
 Kearney, Missouri
WHY K-STATE?
 "I stay at K-State because our culture aligns with my values and priorities. Since I started as an ACDI in 2018, many of the people I work with have started to feel like family."



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

iTEAM



CHIYO KAMBARAMI
ASSISTANT COORDINATOR,
DEPARTMENTAL INITIATIVES
SHE / HER / HERS
BACHELOR'S DEGREE

Hospitality Management with a minor in Business Administration, Kansas State University

MASTER'S DEGREE

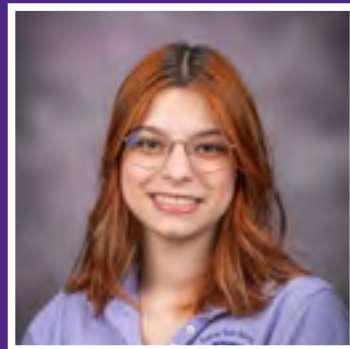
Hospitality Administration with a Conflict Resolution Certificate & a Master's in Business Administration (in progress), Kansas State University

HOMETOWN

The Hague, Netherlands

WHY K-STATE?

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



FERNANDA MARTINEZ
ASSISTANT COORDINATOR,
DEPARTMENTAL INITIATIVES
SHE/HER/HERS
BACHELOR'S DEGREE

Journalism and Mass Communication, Kansas State University

MASTER'S DEGREE

Mass Communication (in progress), Kansas State University

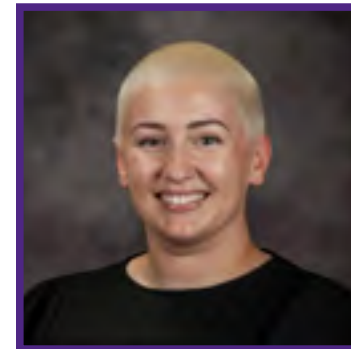
HOMETOWN

Mexico City, Mexico

WHY K-STATE?

"K-State was a welcoming and homey environment. I instantly felt I was in the right place!"

DERBY/STRONG TEAM (CONTINUED)



JORDAN WOLF
COMMUNITY COORDINATOR,
WEST HALL
SHE/HER/HERS



AISHA LEE
COMMUNITY COORDINATOR,
HAYMAKER HALL
SHE/HER/HERS



CHAZ ROBINSON
COMMUNITY COORDINATOR,
MOORE HALL
HE/HIM/HIS
BACHELOR'S DEGREE

Strategic Communication and Spanish, Oklahoma State University

MASTER'S DEGREE

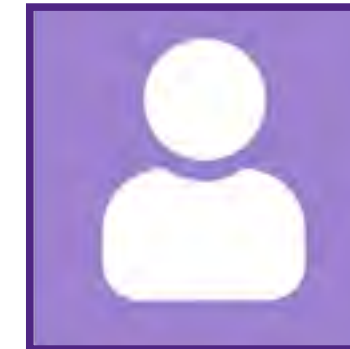
Higher Education, University of Arkansas

HOMETOWN

Cheney, Kansas

WHY K-STATE?

"I chose to work at K-State because of how welcoming the entire staff and student body was. I truly enjoy the energy and perspectives the students have that I work with on a daily basis."



AARON SMITH
ASSISTANT COMMUNITY
COORDINATOR, MOORE HALL
HE/HIM/HIS
BACHELOR'S DEGREE

Marketing, Lakeland University

MASTER'S DEGREE

College Student Development (in progress), Kansas State University

HOMETOWN

Norman, Oklahoma

WHY K-STATE?

"I was drawn to K-State by all of the positive things other professionals I worked with previously had heard about the department and the College Student Development program as well as the people and their kindness when I visited campus that made K-State feel like the right fit for me."

DERBY/STRONG TEAM



ANNA WELSH
COMMUNITY COORDINATOR, FORD HALL
SHE/HER/HERS
BACHELOR'S DEGREE

Psychology, Modern Languages, and Art, Kansas State University

MASTER'S DEGREE Higher Education, University of Arkansas

HOMETOWN Overland Park, Kansas

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



SHENAY ATENE
ASSISTANT COMMUNITY
COORDINATOR, FORD HALL
SHE/HER/HERS
BACHELOR'S DEGREE

Psychology, Fort Lewis College

MASTER'S DEGREE

College Student Development (in progress), Kansas State University

HOMETOWN

Monument Valley, Utah

WHY K-STATE?

"I chose K-State because I knew the HDS department was amazing - they have a great reputation, and I wanted to work somewhere where I would have continuous support in my personal and professional development."



CARISSA FRENCH
ASSISTANT COMMUNITY
COORDINATOR, WEST HALL
SHE/THEY
BACHELOR'S DEGREE

Applied Mathematics, Missouri University of Science and Technology

MASTER'S DEGREE

College Student Development, (in progress) Kansas State University

HOMETOWN

Liberty, Missouri

WHY K-STATE?

"I had heard so many positive things from people who worked or studied at K-State, plus it's conveniently located only two hours away from Kansas City, MO!"



ISAAC CROWDER
ASSISTANT COMMUNITY
COORDINATOR,
HAYMAKER HALL
HE/HIM/HIS
BACHELOR'S DEGREE

Kinesiology and Integrative Physiology, Kansas State University

MASTER'S DEGREE

Kinesiology (in progress), Kansas State University

HOMETOWN

Dallas, Texas

WHY K-STATE?

"I chose K-state because of much I felt like I was at home. The people in the community are very friendly and made me feel so welcomed."



JACOB DALLY
ASSISTANT COMMUNITY
COORDINATOR,
STRONG COMMUNITY
HE/HIM/HIS
BACHELOR'S DEGREE

Organizational Management, Kansas State University

MASTER'S DEGREE

Business (in progress), Kansas State University

HOMETOWN

Peachtree City, Georgia

WHY K-STATE?

"I am a fourth generation K-Stater and I bleed purple!"

KRAMER COMMUNITY



STEPHEN OGUNNUBI
COMMUNITY COORDINATOR,
WEFALD HALL
HE/HIM/HIS
BACHELOR'S DEGREE
 Educational Management and Political
 Science, University of Ibadan, Nigeria
MASTER'S DEGREE
 Higher
HOMETOWN
 Nigeria
WHY K-STATE?
 "The warmth, genuineness and people-
 centered disposition that characterized
 the interview process attracted me
 to K-State. I was also intrigued by the
 intentionality of the hiring committee's
 efforts to make sure my spouse and
 I were comfortable with the college
 town and that meant a lot to us."



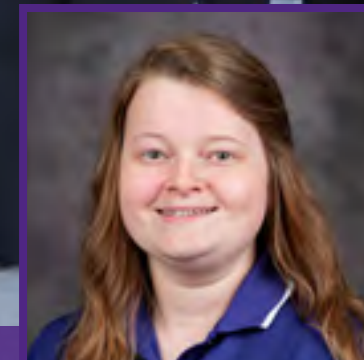
GARRETT SATTERLY
ASSISTANT COMMUNITY
COORDINATOR, WEFALD HALL
HE/HIM/HIS
BACHELOR'S DEGREE
 Communication Studies, South
 Dakota State University
MASTER'S DEGREE
 Counseling and Student Development
 (in progress), Kansas State University
HOMETOWN
 Colman, South Dakota
WHY K-STATE?
 "From my first moments on the K-State
 campus I have felt at home and supported
 in all aspects of my life. The friendliness
 of the senior staff and inspiration of student
 staff are a huge testament to the work that
 K-State HDS does and was a major factor
 when deciding to study and work here!"



TYLER BURNS
COMMUNITY COORDINATOR,
GOODNOW HALL
HE/HIM/HIS
BACHELOR'S DEGREE
 Social Sciences, Kansas State University
MASTER'S DEGREE
 Communication Studies,
 Kansas State University
HOMETOWN
 Wichita, Kansas
WHY K-STATE?
 "I enjoy the size of Manhattan a
 lot. It's not too big, but there is still
 enough to do. I have loved the people
 that are a part of K-State. I have met
 people who give me a strong sense of
 community and I feel loved by them.
 It's a reason why I chose to stay in
 Manhattan after college for work."



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

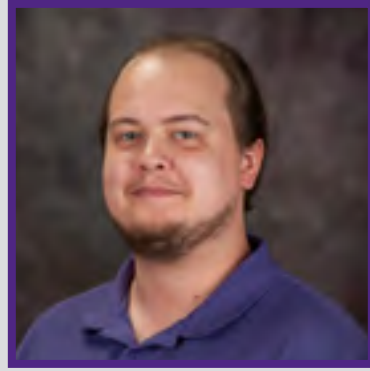


VICTORIA THOMPSON
COMMUNITY COORDINATOR,
MARLATT HALL
SHE/HER/HERS
BACHELOR'S DEGREE
 Photography, University
 of Central Missouri
MASTER'S DEGREE
 College Student Development,
 Oklahoma State University
HOMETOWN
 Pleasant Hill, Missouri
WHY K-STATE?
 "I chose K-State because it felt like
 a home away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



ROSALIE OLIVER
ASSISTANT COMMUNITY
COORDINATOR, MARLATT HALL
SHE/HER/HERS
BACHELOR'S DEGREE
 Psychology, Kansas State University
MASTER'S DEGREE
 Counseling and Student Development
 (in progress), Kansas State University
HOMETOWN
 Wichita, Kansas
WHY K-STATE?
 "I chose K-State because the
 department values are seen through
 their actions, not just on paper!"

JARDINE COMMUNITY



ALEX SHARP
COMMUNITY COORDINATOR,
HILLCREST GARDEN

HE/HIM/HIS

BACHELOR'S DEGREE

History, Arkansas Tech University

MASTER'S DEGREE

Student Affairs Administration,
Arkansas Tech University

HOMETOWN

Charleston, Arkansas

WHY K-STATE?

"When I did my on-campus interview with Kansas State in 2022, the university felt authentic and prided itself on allowing its people to be who they are. The authenticity and autonomy it allowed its people was what drew me here."



EMMANUEL ADJEKUSI
ASSISTANT COMMUNITY
COORDINATOR,
HILLCREST GARDEN

HE/HIM/ HIS

BACHELOR'S DEGREE

Guidance and Counseling,
University of Cape Coast

MASTER'S DEGREE

Couples and Family Therapy (in
progress), Kansas State University

HOMETOWN

Kumasi, Ghana

WHY K-STATE?

"I selected K-State because it's accredited Couples and Family Therapy program aligns with my research interests. Additionally, Kansas is known for its low levels of gun violence, which influenced my decision."



JULIE KEHR
COMMUNITY COORDINATOR,
LAKESIDE PLAZA

SHE/HER/HERS

BACHELOR'S DEGREE

Arts, Grand Valley State University

MASTER'S DEGREE

Drama Therapy, Kansas State University

HOMETOWN

Grand Rapids, Michigan

WHY K-STATE?

K-State has one of 5 drama therapy programs in North America. In looking at graduate programs, I was impressed with the practical experience, accessibility, and hands-on style of K-State's program. K-State offers opportunities for assistantships and positions, which assist students financially.



SARAH SCOTT
ASSISTANT COMMUNITY
COORDINATOR, LAKESIDE PLAZA

SHE/HER/HERS

BACHELOR'S DEGREE

Psychology, Tarleton State University

MASTER'S DEGREE

Drama Therapy, (in progress)

Kansas State University

HOMETOWN

Fort Worth, Texas

WHY K-STATE?

"When I came to visit K-State, I quickly fell in love with the wonderful community of people. The K-State community is caring, inclusive and supportive - a place I am now excited to call home!"





WHAT WILL



YOUR K-STATE STORY SAY?

OFFICE SUPPORT



JESSICA JONES
ADMINISTRATIVE ASSISTANT FOR RESIDENCE LIFE
SHE/HER/HERS
BACHELOR'S DEGREE

Elementary Education: Creative Arts emphasis, University of Wyoming
MASTER'S DEGREE
Library and Information Studies: School Library Media focus, University of Oklahoma

HOMETOWN

Casper, Wyoming

WHY K-STATE?

"I came because my family has always been Wildcats. I stay because I enjoy the variety of work I get to do with so many wonderful, caring people."



MARY REICHERT
OFFICE SPECIALIST FOR JARDINE APARTMENTS
SHE/HER/HERS
BACHELOR'S DEGREE

Accounting, Phoenix University

HOMETOWN

Minneapolis, Minnesota

WHY K-STATE?

"I enjoy the diversity of the students and staff. There are multiple opportunities for personal growth as a staff member."



JOB DESCRIPTIONS

GRADUATE

JARDINE APARTMENTS ASSISTANT COMMUNITY COORDINATOR (JA-ACC) KANSAS STATE UNIVERSITY HOUSING AND DINING SERVICES

JOB SUMMARY

The Jardine Apartments Assistant Community Coordinator (JA-ACC) is a graduate assistantship position within student living. The JA-ACC is supervised by and shares responsibilities with the Jardine Apartments Community Coordinator (JA-CC). The JA-ACC will work with an apartment neighborhood community with a population of approximately 500 students and their families. Opportunities for this position will include supervision, advising, administrative skills, professional development and communication. The JA-ACC is expected to fulfill all duties listed below in addition to other duties as assigned.

REQUIREMENTS

The JA-ACC is required to occupy an on-site apartment designated by the department. Graduate assistants are required to enforce and abide by all policies set by the department and the university. Graduate assistants must be Kansas State University graduate students enrolled in a full course load of at least six credit hours but not more than 12 credit hours per semester. Compensation is for approximately 20 hours per week, with the understanding that there is a fluctuation in demand depending on the time of year and nature of resident needs. Some nights and weekends are required, in addition to some holiday periods. Any additional employment must be approved in advance.

REMUNERATION AND BENEFITS

Tuition remission (maximum 12 credit hours in the fall and spring semesters; maximum nine credit hours during summer of assistantship appointment). Waiver of the monthly rent for a furnished apartment during the employment period. Meal plan for self and dependent(s) (excluding break periods). Utilities and internet provided at no cost. Professional development opportunities. A stipend of \$10,000, paid on a biweekly basis for a 12-month appointment.

HOW TO APPLY

If you are interested in any of our graduate assistantships, please submit the following.

- Résumé
- Unofficial transcript
- Contact information for three references

Background check is required upon official offer.

Contact information
Jessica Jones
K-State Housing and Dining Services
104 Pittman Building
1531 Mid Campus Dr. North
Manhattan, KS 66506-4601
Email: hdshiring@ksu.edu
Phone: 785-532-6453

RESPONSIBILITIES

SUPERVISION

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

ADVISING

- Serve as an advisor to various Jardine committees designed to support the Jardine residents' experiences.
- Mediate conflict among residents on a roommate, neighbor and neighborhood level.

ADMINISTRATIVE SKILLS

- Facilitate student development through individual and community programming.
- Work with departmental and university staff through special assignments and departmental/university committees.
- Maintain confidentiality related to resident and staff issues at all times.
- Participate in on-call rotation for campus housing.
 - Includes some nights and weekends.
- Assist with office procedures such as check-in/check-out processes, applications and agreements.
- Prepare and assist in scheduling duty and office hours for the community staff.
- Manage the programming budgets for neighborhood and/or student groups.

PROFESSIONAL DEVELOPMENT

- Attend and participate in all staff meetings, training sessions and in-service activities.
- Attend departmental professional development events.

COMMUNICATION

- Explain and enforce policies to residents and staff.
- Communicate the terms of the agreement when communicating with staff, residents and university constituents.
- Maintain effective and professional verbal and email communication.

GRADUATE

RESIDENCE HALLS ASSISTANT COMMUNITY COORDINATOR (RH-ACC) KANSAS STATE UNIVERSITY HOUSING AND DINING SERVICES

JOB SUMMARY

The assistant community coordinator-residence halls (RH-ACC) is a graduate assistantship position within student living. The RH-ACC is supervised by and shares responsibilities with their residence hall's community coordinator (RH-CC). The RH-ACC will work in a hall with a population of approximately 250 to 600 students. Opportunities for this position will include supervision, advising, administrative skills, professional development and communication. The RH-ACC will be expected to fulfill the duties listed below in addition to other duties as assigned.

REQUIREMENTS

The RH-ACC is required to occupy an on-site apartment designated by the department. Graduate assistants are required to enforce and abide by all policies set by the department and the university. Graduate assistants must be Kansas State University graduate students enrolled in a full course load of at least six credit hours but not more than 12 credit hours per semester. Compensation is for approximately 20 hours per week, with the understanding that there is a fluctuation in demand depending on the time of year and nature of resident needs. Some nights and weekends are required, in addition to some holiday periods. Any additional employment must be approved in advance.

REMUNERATION AND BENEFITS

Tuition remission (maximum 12 credit hours in the fall and spring semesters; maximum nine credit hours during summer of assistantship appointment). Waiver of the monthly rent for a furnished apartment during the employment period. Meal plan for self and dependent(s) (excluding break periods). Utilities and internet provided at no cost. Professional development opportunities. A stipend of \$10,000, paid on a biweekly basis for a 12-month appointment.

HOW TO APPLY

If you are interested in any of our graduate assistantships, please submit the following.

- Résumé
- Unofficial transcript
- Contact information for three references

Background check is required upon official offer.

Contact information
Jessica Jones
K-State Housing and Dining Services
104 Pittman Building
1531 Mid Campus Dr. North
Manhattan, KS 66506-4601
Email: hdshiring@ksu.edu
Phone: 785-532-6453

RESPONSIBILITIES

SUPERVISION

- Participate in the recruitment, selection, training, supervision and evaluation of the resident assistants (RA and RLA), community assistants (CA) and student office workers.
- Attend weekly meetings and student-staff sponsored activities.

ADVISING

- Educate, train and advise Hall Council members on policies and procedures.
- Manage hall programming and Hall Council budgets.

ADMINISTRATIVE SKILLS

- Maintain accurate records, reports and key inventories.
- Participate in on-call rotation for all of campus housing.
- Coordinate building closings and openings, check-ins, checkouts and room changes.
- Work with maintenance and housekeeping to process work orders and inspect buildings.
- Receive and distribute campus mail and general information.
- Work with continuous housing for students staying over university breaks.
- Work with departmental and university staff through special assignments and departmental/university committees.

PROFESSIONAL DEVELOPMENT

- Attend and participate in all staff meetings, training sessions and in-service activities.
- Attend departmental professional development events.

COMMUNICATION

- Interact with students on a regular basis and provide information and assistance concerning academic issues, peer conflicts and personal problems.
- Maintain effective and professional verbal and email communication.
- Present and facilitate sessions for training and professional development, as well as new student recruitment.

JOB DESCRIPTIONS

GRADUATE

ASSISTANT COORDINATOR FOR DEPARTMENTAL INITIATIVES (ACDI) KANSAS STATE UNIVERSITY HOUSING AND DINING SERVICES

JOB SUMMARY

The Assistant Coordinator for Departmental Initiatives (ACDI), a graduate assistantship within Student Living, is a cross-functional role. This position is supervised by one or more Assistant Directors on the Initiatives Team (iTeam). The position offers opportunities for involvement within the department's four focus areas of enrollment management, leadership, diversity, and academics. Opportunities for this position will include supervision, advising, administrative skills, professional development, and communication. The ACDI is expected to fulfill all duties listed below in addition to other duties as assigned as determined on an annual basis.

REQUIREMENTS

The ACDI is required to occupy an on-site apartment designated by the department. Graduate assistants are required to enforce and abide by all policies set by the department and the university. Graduate assistants must be Kansas State University graduate students enrolled in a full course load of at least six credit hours but not more than 12 credit hours per semester. Compensation is for approximately 20 hours per week, with the understanding that there is a fluctuation in demand depending on the time of year and nature of resident needs. Some nights and weekends are required, in addition to some holiday periods. Any additional employment must be approved in advance.

REMUNERATION AND BENEFITS

Waiver of the monthly rent for a furnished apartment during the employment period. Meal plan for self and dependent(s) (excluding break periods). Utilities and internet provided at no cost. Annual professional development funds. A stipend of \$10,000, paid on a biweekly basis for a 12-month appointment.

HOW TO APPLY

If interested in any of our graduate assistantships, please submit the following.

- Résumé
- Unofficial transcript
- Contact information for three references

Background check is required upon official offer.

Contact information
Jessica Jones
K-State Housing and Dining Services
104 Pittman Building, 1531 Mid Campus Dr. North
Manhattan, KS 66506-4601
Email: hdshiring@ksu.edu
Phone: 785-532-6453

RESPONSIBILITIES

SUPERVISION

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

ADVISING

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

ADMINISTRATIVE SKILLS

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

PROFESSIONAL DEVELOPMENT

- Attend and participate in all staff meetings, training sessions and in-service activities.
- Attend departmental professional development events.
- Create and carry out an individual development plan.

COMMUNICATION

- Interact with students on a regular basis and provide information and assistance concerning academic issues, peer conflicts, personal problems, mental health concerns, and retention of residents.
- Lead recruitment-related events and activities with prospective students and their families.

MASTER'S DEGREE

DEGREES
SOUGHT OUT BY
PAST GRADUATE
ASSISTANTS
COLLEGE STUDENT
DEVELOPMENT
HUMAN NUTRITION
STATISTICS
SPECIAL EDUCATION
POLITICAL SCIENCE
APPAREL AND TEXTILES-
MERCHANDISING
FAMILY/MARRIAGE
COUNSELING
SCHOOL COUNSELING
PUBLIC RELATIONS
COMMUNICATION STUDIES
PUBLIC
ADMINISTRATION
BUSINESS
ADMINISTRATION (MBA)

CONTACT

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



VOICE

785-532-6191 or 800-651-1816



EMAIL

hdshiring@ksu.edu



WEB

www.k-state.edu/grad

OPTIONS AT KANSAS STATE UNIVERSITY

The Department of Housing and Dining Services requires that our graduate assistants be enrolled in a full-time graduate program. Most of our grad assistants choose to obtain a Master of Science in Counseling and Student Development with an emphasis in College Student Development, but any academic area is acceptable.

APPLICATION REQUIREMENTS

For admission with full standing, you must have:

- A completed online application. (application fees will apply and vary by program)
- A bachelor's degree from an accredited institution.
- An *official* transcript of all previous undergraduate and graduate credit sent directly to the program in which you wish to enroll.
- An undergraduate average GPA of 3.0 or better in your last 60 hours of coursework.
- Written description of your academic objectives with specific reasons for the selection of your field of study, contemplated research areas and professional plans on a separate sheet of paper.
- Standardized test results (depending on your graduate program)

Applicants for whom English is not their first language must complete and send an official report of scores on the Test of English as a Foreign Language (TOEFL), International English Language Testing System-academic exam (IELTS) or the Pearson Test of English (PTE) to Kansas State University.

GRADUATE SCHOOL DEADLINES

With each program of study, there will be different deadlines. Please refer to your specific program for accurate and up-to-date deadlines.



DOMESTIC STUDENTS

Applications are accepted year round. Please check graduate degree program(s) for deadlines on assistantship applications.



INTERNATIONAL STUDENTS

Completed applications should be submitted to the graduate program by:

- Jan. 1 for fall (August) enrollment
- Aug. 1 for spring (January) enrollment
- Dec. 1 for summer (June) enrollment

MASTER'S OF SCIENCE

DEPARTMENT OF SPECIAL EDUCATION, COUNSELING AND STUDENT AFFAIRS

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

2 DIFFERENT TRACKS YOU CAN PURSUE

SOCIAL JUSTICE

The Social Justice Education option is appropriate for those who wish to pursue a focus on social justice education within their work in higher education settings.

ADMINISTRATION

The Student Affairs Administration option is most appropriate for those intending to work in various functional areas of student affairs in higher education.

CONTACT

Dr. Christy Craft, Chair
369 Bluemont Hall
1100 Mid-Campus Drive
Manhattan, KS 66506-5301



VOICE
785-532-5541



EMAIL
sesca@ksu.edu



WEB
coe.k-state.edu/secsa/

APPLICATION REQUIREMENTS

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

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

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

DEADLINE

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

CORE COURSES:

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

PRACTICUM OPTIONS

MOST GRAD STUDENTS COMPLETE ONE PRACTICUM EXPERIENCES DURING THEIR SECOND YEAR. CONSIDER COMPLETING YOURS IN ONE OF THESE AREAS, OR CREATE YOUR OWN!

Academic Achievement Center

Administration

Alumni Association

Career Center

Center for Advocacy, Response, and Education (CARE)

Center for Student Success and Professional Services

Center for Student Involvement

Honor & Integrity System

Housing and Dining Services

Housing and Dining Services Facilities Management

International Student and Scholar Services

K-State Athletics Compliance

K-State Athletics Development/Ahearn Fund

K-State Athletics Fan Experience/Marketing

K-State Athletics Sports Information

Spectrum Center

McNair Scholars Program

Office of Recruitment & Admissions

Office of Military & Veterans Affairs

Office of Student Support & Accountability

Office of Student Services in the College of Business

Office of Undergraduate Research & Creative Inquiry

Recreational Services

Staley School of Leadership Studies

Student Athlete Services

Study Abroad

Union Program Council





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

785-532-6453 888-568-5027 (toll free)

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KANSAS STATE
UNIVERSITY

Department of
Housing and Dining Services

@KStateHDS   