Vice Provost for Student Success
Academic Advising Projects
Graduate Assistant Job Description

Job Summary
This position supports academic advising excellence at Kansas State University. Reporting directly to the vice provost for student success, this position involves best practices research and diagnostic investigation as well as program design and implementation.

Research
1) Conduct research on best practices related to:
   - academic advisor professional development
   - assessment of advising quality
   - strategies for effective communication
2) Coordinate and guide student focus groups to gather insights on advising experiences.
3) Using an interview guide, collect qualitative data from academic advising stakeholders about communication needs and preferred methods of communication. Analyze data and share recommendations.

Program Development
1) Collaborate with NACADA, the Advisor Forum, and other campus stakeholders.
2) Design a comprehensive professional development model for academic advisors.
3) Align opportunities to Advising Expectations and proposed career ladder.

Program Implementation
1) Implement initial phases of professional development model.
2) Assist with Academic Advising Institute planning.

Assessment
1) Based on best practice research, recommend multi-pronged assessment strategy for academic advising.
2) Investigate and document existing practices across campus.
3) Explore using Navigate to collect assessment data directly from students.

Requirements
Graduate students must be enrolled in a full course load of at least six credit hours but not more than 12 credit hours per semester at Kansas State University. Compensation is for approximately 20 hours per week. Funding is for the 2022-23 and 2023-24 academic years.

Remuneration and Benefits
A stipend of $9,980 paid on a bi-weekly basis for a 9-month appointment; In-state tuition rates (not a tuition waiver); Health insurance; NACADA membership.

How to Apply
Please submit the following to studentsuccess@ksu.edu with the subject line VPSS Advising GA Position:

- Cover letter
- Resume or CV
- Contact information for three references
- Background check required if offered position

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