Graduate Assistant
*Honor and Integrity System*

**Job Summary**
The Honor and Integrity System focuses on educating the K-State Community about academic integrity while also investigating and adjudicating cases of academic misconduct among K-State students.

The successful GA will assist the Director in the operation of the Honor and Integrity System on the Manhattan, Salina, and Olathe campus, but the GA position is heavily focused on the educational component of the System.

**Requirements**
- Must be enrolled in a graduate degree seeking program, with preference to College of Education
- Proficient in Microsoft Word, Excel, and PowerPoint
- Strong writing and public speaking skills

**Remuneration and Benefits**
- Hours/week – 20
- Wage/Salary - $12,000 (9 month)

**Responsibilities**
Responsibilities include, but are not limited to:
- Teaching (independently or with a Practicum student) EDCEP 502 (Development and Integrity Class), during the fall and spring semester in both face-to-face and online venues.
- Respond to the academic integrity needs of the university community through presentations and effective communication strategies.
- Promote concepts of academic integrity through presentations to students and faculty on topics including plagiarism, unauthorized collaboration, syllabus descriptions and definitions, addressing academic integrity issues with students, Honor and Integrity Violation reporting procedures, and Investigation and Adjudication procedures.
- Advise small groups of the Honor Council in educational endeavors.
- Implement and Promote “Integrity Week” to be held during the Spring Semester.
- Maintain professional integrity, confidentiality, respect and sensitivity with the confidential information in the system.

Other potential tasks include:
- Meet with alleged violators in preparation for an Honor Council meeting.
- Assist with an assessment plan for the office.
- Assist in supervision of the undergraduate student worker.
- Assist in preparation for Honor Council hearings.

**How to Apply**
To apply, please submit a cover letter, resume, and at least 3 professional references to Camilla Roberts (cjroberts@ksu.edu).