Vice Provost for Student Success  
Kansas State Office for the Advancement of Women in Science and Engineering  
Graduate Assistant Position

KAWS, or the K-State Office for the Advancement of Women in Science and Engineering, seeks applications for a Graduate Student who will provide event coordination and program analysis support for the office. This position reports to the KAWS Executive Director.

**KAWS Overview:** The mission of KAWS is to enrich the lives of girls and women in science, technology, engineering, and mathematics (STEM) fields. KAWS was established in 2011 and provides STEM pre-college outreach, undergraduate retention, graduate and postdoctoral fellow support, and faculty support programs. It also collaborates with other university programs serving students from groups historically marginalized in STEM fields. KAWS is charged with providing activities through our successful GROW, EXCITE, SUCCEED and ADVANCE programs. More information about KAWS is available at: [www.k-state.edu/kaws](http://www.k-state.edu/kaws).

**Why KAWS:** KAWS fosters an office environment that is collaborative and committed to maintaining a work/life balance. We embrace the Principles of Community and work to further advance Kansas State University's diversity and inclusion initiatives.

**Position Overview:** The primary responsibilities for this position will be to 1) support recruitment and retention initiatives and 2) support data analysis efforts as they relate to program effectiveness.

This position is ideal for an individual interested in program/event coordination and assessment, and who can work independently. In this position, you will gain experience in event coordination, data analysis and program evaluation. This includes enhancing skills related to: outreach/education, database management, inclusive leadership, time management, communication and organization.

**Time Commitment:** The time commitment for this position is 20 hours per week. Some events may require nonstandard work hours. This position is for the 2022-2023 academic year. The possibility of reappointment is based upon continued funding and satisfactory work performance.

**Responsibilities:**

- Coordinate events and opportunities for undergraduate and graduate students in the SUCCEED program.
- Manage communications with the campus community, such as the SUCCEED listserv and social media outlets.
- Collect and analyze data related to participant satisfaction and program effectiveness.
- Assist with program assessment initiatives and report findings.
- Maintain participant database for GROW, EXCITE and SUCCEED events.
- Provide support for GROW, EXCITE and ADVANCE events, as needed.
- Communicate regularly with KAWS staff.
- Other duties as assigned.

**Qualifications:**

- Graduate status in a department at Kansas State University.
- Desire to foster interest in STEM fields.
- Commitment to diversity, equity, and inclusion.
- Excellent written and communication skills.
- Experience with Microsoft Office and database management.
- Experience with event planning and coordination.
- Experience with data analysis.
- Demonstrated ability to handle multiple projects at once and with limited supervision.
- Ability to work with a variety of audiences, including university faculty and staff.
Other Requirements:
*Applicants must be currently authorized to work in the United States at the time of employment.*

Renumeration and Benefits: $10.00/hour

**How to Apply:** Please send a cover letter describing your qualifications as they relate to the position description, a resume and list of reference to Morgan Greene, KAWSE Program Coordinator, at morgangreene@ksu.edu. Applications accepted on a rolling basis until the position is filled.

Contact Information:
kawse@k-state.edu or 785-532-6088