Office of First-generation Students Graduate Assistant Position (2022-2023 academic year),
www.ksu.edu/firstgen

Job Summary: This person will assist the Office of First-generation Students in fulfilling the
goals to connect first-generation students to campus resources, develop programs and
activities for engagement and foster a first-generation community. This position will work
closely with several partners across the University. This is a part-time (20 hours/week), 12 month position.

Requirements:
- Bachelor’s degree, current graduate student at Kansas State University
- Strong written and oral communication skills; excellent organizational and computer skills
- Capacity to work well with first-generation college students and diverse populations
- Excellent organizational and computer skills; ability to work independently

Remuneration and benefits:
- 12,890, in-state tuition rates (not a tuition waiver) Health insurance (please ask for details)

Responsibilities
- Assist with fostering community and engagement for first-generation students, faculty and staff.
- Implement social media strategies to engage first-generation community.
- Organize events to help students build a strong sense of community and foster leadership
development among students.
- Maintain office’s web page and develop marketing materials.
- Assist with outreach efforts to prospective students and alumni; meet with prospective students
  and serve on panels representing the office.
- Assist with Summer Orientation and Enrollment activities.
- Assist with the implementation of signature events such as National First-generation Student
  Week, First-generation Student Graduation Reception and others.
- Communicate frequently with supervisor to share student concerns and successes.
- Attend bi-weekly staff meetings and be a reliable, accountable and professional team member.
- Perform other duties assigned by the supervisor;
- Be available to work some evenings and weekends to engage with students.

How to Apply:
Send letter of application, resume, and contact information of at least three professional references
to: Rebeca Paz, rpaz@ksu.edu, Assistant Director, First Generation Student Success;, Kansas State
University, Manhattan, KS 66506.

Kansas State University is an EOE of individuals with disabilities and protected veterans and actively
seeks diversity among its employees.