

Office of Undergraduate Research & Creative Inquiry
9-month Graduate Research Assistantship
Job Description
August 2015 – May 2016

The graduate research assistant for the Office of Undergraduate Research & Creative Inquiry (OURCI) shall be a graduate student enrolled in a minimum of 6 hours per semester at Kansas State University. The successful candidate must have an ability to establish rapport with undergraduate students and faculty and staff; must be a self-starter, a team player, and have a strong work ethic. Professional presentation and attitude a must. Written and spoken communication skills necessary. Excellent computer graphics skills and knowledge or desire to learn webpage design is preferred. Also a background in leadership, counseling, writing, student development preferred. The position requires 20 hours per week for 9 months and provides in-state tuition eligibility and health insurance eligibility. The OURCI is an Equal Opportunity Employer and actively seeks diversity among its employees.

Following is a list of expectations:

- Mentor undergraduates (e.g.: help with time management, study strategies, next step preparations)
- Assist students with writing (resumes, personal statements, abstracts, poster design, etc.)
- Plan and implement events in collaboration with staff
- Assist in development of new initiatives (e.g.: undergraduate journal, research week)
- Design and produce PR materials
- Plan workshops and give presentations
- Assist with social media including videos
- Other tasks deemed appropriate by director

To learn more about the Office of Undergraduate Research and Creative Inquiry:
www.k-state.edu/scholars and www.k-state.edu/undergradresearch
or contact the office at 785-532-5385 or email cortez@k-state.edu.

Applications accepted until position is filled. Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans. Kansas State University actively seeks diversity among its employees. Background check required.

Office of Undergraduate Research & Creative Inquiry

Application

9-Month Graduate Research Assistantship

Dates: August 2015 – May 2016

Please print legibly or type.

Name: _____
Last First Middle

eID: _____ Expected Graduation Date: _____

Local Address:

Permanent Address:

Street Street

City Zip Code City Zip Code

Home Phone: _____ Cell Phone: _____

Will you be a full-time graduate student (6 hours) at Kansas State University in Fall 2015 and Spring 2016? Yes _____ No _____

Are you employed anywhere else on campus? Yes _____ No _____
(If so, where and for how many hours?)

Please include the following in your application packet:

- a letter of interest and qualifications
- a resume
- a letter of recommendation from faculty or employer
- a copy of your weekly class schedule

Return to:
Anita Cortez
Office of Undergraduate Research & Creative Inquiry
Kansas Stated University
Wildcat Landing 001
1800 Claflin Road
Manhattan, KS 66502