

**Graduate Research Assistant – Third Floor Research**

Third Floor Research is a research & evaluation center housed at the Kansas Leadership Center (KLC) and in partnership with the Staley School of Leadership at Kansas State University. Third Floor Research works to enhance KLC's impact and stimulate innovation in the fields of leadership development and civic engagement. This work includes: Broadening the reach and impact of KLC's leadership development and civic engagement initiatives; Improving program content and outcomes for leadership development and civic engagement programs, and; Contributing to the fields of leadership development and civic engagement.

**About the Staley School of Leadership:**

The mission of the Mary Lynn and Warren Staley School of Leadership is, “developing bold, curious, and connected learners to address our world’s most complex challenges.” This includes leadership studies academic programs, Scholar Development & Undergraduate Research, the University Honors Program, university-wide applied learning initiative, and leadership and service opportunities.

Learn more about our learning community here: <https://www.k-state.edu/leadership>.

**Position Responsibilities:**

- Work as a member of the Third Floor Research Team to complete research projects on leadership development and civic engagement
- Conduct quantitative data collection, management, and analysis
- Participate in team meetings
- Contribute to draft reports and other scholarly materials
- Assist with research events as needed including administrative tasks and logistics
- Other duties as assigned

**Qualifications:**

- Earned master’s degree

**Preferred Qualifications:**

- Academic background in data analytics or related field
- Experience with database management systems such as SQL, Microsoft Access, or cloud-based platforms, including designing, organizing, and maintaining structured datasets
- Experience with data analysis software and tools such as R, Python, SPSS, along with familiarity with data visualization and reporting techniques
- Attention to detail and high level of accuracy
- Effective written and verbal communication skills
- Proven ability to conduct research and analyze quantitative data and contribute to academic publications or reports
- Ability to collaborate with other individuals from other fields

**Our Commitment:**

- This appointment is a nine month position for the 2025-2026 academic year and renewable for the 2026-2027 academic year contingent upon satisfactory performance
- The assistantship requires that you maintain full-time status as a graduate student (minimum of 6 credit hours)

- The stipend will be \$18,000, paid bi-weekly, and requires approximately 20 hours of work per week. Summer work is available
- In addition, you will receive a tuition waiver up to 20 credit hours per academic year
- The Staley School of Leadership and Kansas State University provide opportunities to learn and grow in your own leadership capacity

**For more information:**

Professor Tim Steffensmeier, Director Third Floor Research, [steffy@ksu.edu](mailto:steffy@ksu.edu) Professor Andy Wefald, Director, Leadership Communication Doctoral Program, [Wefald@ksu.edu](mailto:Wefald@ksu.edu)

**To Apply:**

[Click here to complete the application and submit your resume](#)