

Graduate Assistant – K-State Leadership & Service Programs

The Staley School of Leadership is seeking a Graduate Assistant to support Leadership & Service Programs, with a primary focus on coordinating 'Cats Connect, Wildcat Dialogues, and the What Matters to Me and Why Speaker Series. This role will assist the program director in planning, executing, and evaluating these initiatives while also contributing to the broader portfolio of leadership and service-based programs at the Staley School.

This position is ideal for candidates with a strong commitment to asset-based, reciprocal service, through fostering meaningful partnerships, facilitating engaging learning experiences, and helping students develop leadership skills that contribute to inclusive and connected communities.

About the Programs:

- ['Cats Connect](#) is an evidence-based peer-facilitated program designed to build connection and community across campus. It provides small groups of students with guided conversations and activities that strengthen social bonds, enhance well-being, and foster cross-cultural understanding.
- [Wildcat Dialogues](#) is an intercultural learning and leadership event that introduces first-year and first-time-on-campus students to tools for engaging in meaningful dialogue across differences. Through facilitated discussions, students develop skills in empathy, active listening, and inclusive leadership.
- [What Matters to Me and Why Speaker Series](#) is an informal lunchtime series that encourages reflection within the K-State community on matters of personal values, beliefs, and motivations. This series fosters deeper understanding by sharing the personal stories of those who serve and shape the university.

In addition to these three programs, the Graduate Assistant will be part of the Leadership & Service Programs team, contributing to year-round efforts, including:

- Recruitment and outreach, such as tabling at events and engaging with students
- Attending and supporting various leadership and service programs and events
- Mentoring and supporting student development throughout their involvement in leadership and service experiences

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:

- Assist in planning and executing program logistics for 'Cats Connect, Wildcat Dialogues, and the What Matters to Me and Why Speaker Series, including scheduling, small group facilitation support, training development, and presentations to campus groups
- Coordinate logistics for event planning, such as venue setup, speaker coordination, registration management, and participant engagement

- Develop and implement marketing and outreach strategies to build awareness and encourage student participation
- Recruit, train, and support peer facilitators and volunteers for programs, serving as their primary contact and resource
- Maintain strong campus and community partnerships, working collaboratively with faculty, staff, and student leaders to enhance program impact
- Analyze and report assessment data to inform continuous program improvement
- Support the Leadership & Service Programs team with recruitment, student outreach, and leadership development initiatives

Qualifications:

- Earned bachelors degree

Preferred Qualifications:

- Experience in program planning, event coordination, and student engagement
- Strong communication, marketing, and organizational skills
- Commitment to diversity, equity, and inclusion
- Experience in facilitation, peer mentorship, or teaching small groups
- Ability to work independently, manage multiple projects, and collaborate effectively
- Experience/comfortability driving university vehicles, including 15-passenger vans

Our Commitment:

- This is a nine-month graduate assistantship for the 2025-2026 academic year, with renewal potential based on performance
- Requires full-time enrollment in a graduate program at Kansas State University
- Stipend: \$14,000 (\$700 biweekly), requiring approximately 20 hours per week
- Additional \$8,400 tuition and fee allowance per academic year
- The Staley School of Leadership provides opportunities for professional development and leadership growth

How to Apply:

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

For questions, contact Tamara Bauer at tamara@ksu.edu