

### **Graduate Assistant – Leadership & Service Programs**

The Staley School of Leadership is seeking a Graduate Assistant to support Leadership & Service Programs, with a primary focus on coordinating Service Teams—Alternative Breaks and International Service Teams. 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 through immersive service opportunities.

### **About the Programs:**

- [Alternative Breaks](#) offers K-State students an opportunity to participate in immersive service-learning experiences during winter, spring, and weekend breaks. Students travel to sites across the Midwest to collaborate with local residents and organizations addressing pressing social issues.
- [International Service Teams \(IST\)](#) provides students with the unique opportunity to engage in community-driven service abroad while exercising leadership in a global context. Teams partner with communities worldwide to support local initiatives through reciprocal, sustainable service.

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:**

- Co-facilitate the preparatory course and workshops for IST and Alternative Breaks participants. Topics include social justice, power dynamics, and systems thinking
- Promote programs and recruit participants by creating marketing materials, visiting campus organizations and classes, and meeting with interested students
- Work closely with undergraduate student coordinators to plan and execute programmatic initiatives, logistics, and events
- Build and maintain strong relationships with domestic and international host site partners to ensure ethical and sustainable partnerships
- Develop and implement communications and marketing strategies to enhance program visibility among campus partners and students

- Collaborate with the Leadership & Service Programs team to support recruitment efforts, attend events, and contribute to student development initiatives
- Analyze and synthesize assessment data and participant feedback to inform program improvements
- Assist with other leadership and service initiatives within the Staley School as needed

**Qualifications:**

- Earned bachelors degree

**Preferred Qualifications:**

- Experience in program planning, event coordination, and student engagement
- Knowledge of and experience with service-learning and community engagement programs
- Strong communication, marketing, and organizational skills
- Commitment to diversity, equity, and inclusion
- Experience in facilitation, peer mentorship, or teaching large groups
- Strong commitment to mentoring and supporting students in a post-secondary setting
- 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 2024-2025 academic year
- 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 the application and submit your resume](#)

For questions, contact Tamara Bauer at [tamara@ksu.edu](mailto:tamara@ksu.edu)