

### **Graduate Assistant – Scholar Development & Undergraduate Research**

This graduate assistant will support undergraduate research promotion, programming, assessment, and communication for Scholar Development and Undergraduate Research (SDUR) at the Staley School of Leadership. This graduate assistant will have the opportunity to support the undergraduate research component of the Applied Learning imperative, which is an ambitious and exciting part of the Next Gen K-State strategic plan. The office maintains a website, a social media presence, distributes flyers, creates programs for events, develops stories on scholarship winners, develops a newsletter, contributes to assessment and reporting and engages in other ways to raise awareness about its services and achievements. The graduate assistant also provides support for events as needed.

### **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:**

- Support of undergraduate research and national scholarships’ programming and assessment
- Help to develop resources, workshops, and trainings to support all learners interested in research
- Support SDUR in telling the story of undergraduate research and national scholarships at K-State through the SDUR newsletter, social media campaigns, flyers, and other PR materials
- Update the SDUR website as needed
- Coordinate the communication efforts related to recruitment and selection processes for SDUR programs and initiatives
- Support undergraduate research as part of the university-wide applied learning initiative
- Assist with events, including the Undergraduate Research Symposium and Undergraduate Research Day at the Capital

### **Qualifications:**

- Earned bachelor’s degree
- Undergraduate research experience
- Effective communication skills, particularly with social media

### **Preferred Qualifications:**

- Strong data analysis skills, or interest in developing these skills
- Intellectual curiosity about undergraduate research and creative inquiry across a range of academic disciplines
- Proficiency with Microsoft Excel, Qualtrics, and Power BI
- Demonstrated ability to think critically, collaborate with others, and self-start
- Attention to detail
- Experience with Canva, Qualtrics, and other graphic design software

**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 \$14,000 (\$700 biweekly) and requires approximately 20 hours of work per week
- In addition, you will receive an allowance of \$8,400 to assist in covering tuition and fees per year
- The Staley School of Leadership and Kansas State University provide opportunities to learn and grow in your own leadership capacity

**To Apply:** [Click here to complete the application and submit your resume](#)