

**GUIDE TO GRADUATE ASSISTANTSHIP OPPORTUNITIES  
THE GRADUATE SCHOOL  
EMPORIA STATE UNIVERSITY**

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**Listing of Graduate Assistantship Positions  
Available In Graduate Departments**

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**Fall 2007**

**Emporia State University  
Graduate Assistantships**

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## **Emporia State University Graduate Assistantship Opportunities**

**Graduate assistantship opportunities are available in most academic departments and administrative units at Emporia State University. Approximately 185 graduate assistantships (teaching and research) will be awarded during the 2007-2008 academic year. Stipends for full-time assistantships, subject to availability of adequate funding, are \$6,887.**

**To qualify for an assistantship, an applicant must have a minimum undergraduate grade point average of 2.5 or 2.75 on the last two years of undergraduate study, based on a 4.0 system. Grade point average requirements for the Academic Achievement Awards are slightly higher and are described on page 2. The minimum course load for an assistant is six credit hours per semester. Graduate assistantships for the purpose of a tuition waiver must be awarded on the basis of 20 hours worked per week. Non-resident full time graduate assistants are assessed fees at the in-state rate.**

**Information about Emporia State University graduate assistantships and application materials can be found on the following pages. For additional information regarding graduate assistantships and/or the graduate programs at ESU, please contact either the department of your intended major or the graduate office at the address listed below:**

**Office of Graduate Studies  
Emporia State University  
Campus Box 4003  
Emporia, KS 66801**

**Voice: (620) 341-5403 or 800-950-GRAD**

**Fax: (620) 341-5909**

**E-mail: [gradinfo@emporia.edu](mailto:gradinfo@emporia.edu)**

**<http://www.emporia.edu/grad>**

**Emporia State University is an Equal Opportunity Employer**

## **Academic Achievement Awards**

**The President of Emporia State University has established a number of Academic Achievement Awards to be awarded annually for the purpose of recognizing outstanding academic achievements by assistantship applicants. AAA recipients are required to pursue a worthwhile research project or perform a useful academic service under the direction of the major department, not to exceed twenty hours a week.**

### **Qualifications**

**To qualify for an AAA, an applicant must hold a baccalaureate degree, have a minimum undergraduate (four-year) grade point average of 3.0 based on a 4.0 system, and have one full year of graduate work remaining to be completed. Holders of these assistantships must enroll for six credit hours each term.**

### **Salary and Length of Contract**

**Approximately 10 awards are made per year. Stipends, subject to availability of funding, are approximately \$1,622 per academic year. Students awarded a AAA are automatically awarded a graduate assistantship in conjunction with the AAA. The total stipend is approximately \$8,374.**

### **Deadlines**

**Application forms and supporting materials must be submitted on or before designated deadlines in April. Awards will be made in May. For further information, contact the address below:**

**Graduate Studies  
Emporia State University  
Campus Box 4003  
Emporia, KS 66801  
(316) 341-5403 or 800-950-GRAD  
or  
The Chairperson of Your Major Department**

# **College of Liberal Arts and Sciences**

## **Department of Biological Sciences**

Some graduate teaching assistantships and graduate research assistantships will be available for the academic year. Teaching assistantships will usually be involved in the instruction of laboratory sections in the introductory level courses in general biology, zoology, botany, microbiology, and human anatomy and physiology. Graduate research assistants will be involved in research activities. In addition to a regular assistantship, a graduate student who has at least one year of graduate work remaining to be completed may apply for an Academic Achievement Award. Recipients of this award will receive at least \$1560 in addition to the stipend for any other assistantship that may be awarded.

### **Qualifications**

Those applying should possess a baccalaureate degree, with a major in the biological sciences, from an accredited college or university by the time the assistantship begins and should have at least a 3.0 grade point average and must have submitted basic GRE scores. Choice will favor those whose coursework and experience most closely match the requirements of the specific areas which are available. Minorities and women are encouraged to apply.

### **Salary and Length of Contract**

Contracts are usually written for the entire academic year with a stipend of \$6,887 for full-time assistantships. Recipients of assistantships may be eligible for a fee reduction. Graduate assistants must be enrolled in a minimum of six credit hours, but might require seven credit hours if supported by financial aid.

### **Application Deadlines**

Preference will be given to those who apply early. Applications for Academic Achievement Awards must be on file by April 1st, with awards made around May 15th. Applications for other assistantships should be on file by March 1st, with first awards made around April 1st. An application form is necessary. Forms and information may be obtained by contacting:

**Graduate Program Coordinator  
Department of Biological Sciences  
Emporia State University  
Emporia, KS 66801  
(620) 341-5623**

## **College of Liberal Arts and Sciences Department of English**

**The English Department normally offers eight to fifteen teaching assistantships. Graduate teaching assistants generally teach two courses of Freshman Composition each semester.**

### **Qualifications**

**Applicants should possess a bachelor's degree from an accredited college or university and should have earned at least a 2.75 overall grade point average or a 3.0 in the major. Applicants with baccalaureate degrees in fields other than English are given full consideration. Appointments are made according to merit. Applicants must actively pursue the degree as full-time students throughout the duration of the assistantship.**

### **Salary and Length of Contract**

**Contracts normally extend throughout the academic year. The base salary, subject to legislative funding, is approximately \$6,887. Recipients who also receive Academic Achievement Awards will receive \$1,622, and supplementary stipends are provided by the Richard Roahen Graduate Scholarship Fund, the William Lindsay White Memorial Scholarship Fund, and other departmental resources. All full-time graduate teaching assistants, resident or out-of-state, receive a full tuition waiver.**

**Applications should be received by February 15 in order to receive full consideration in the initial round of eight awards. These will be announced by April 1. Later applications will be considered as additional funding becomes available.**

**For further information, contact:**

**Dr. Mel Storm, Graduate Coordinator  
Department of English  
Campus Box 4019  
Emporia State University  
Emporia, KS 66801  
Voice: (620) 341-5216  
Fax: (620) 341-5547  
E-mail: [mstorm@emporia.edu](mailto:mstorm@emporia.edu)**

## **College of Liberal Arts and Sciences Department of Mathematics and Computer Science**

**The Department of Mathematics and Computer Science has several teaching assistantships available in Mathematics for the academic year. Duties will involve teaching one or two mathematics classes under the supervision of one of the regular faculty members, and/or assisting in the Math Lab.**

**The Mathematics and Computer Science Department offers a Master of Science degree in Mathematics. Programs for this degree are designed for each individual student, who may take a concentration of courses in Algebra, Analysis, Topology, Statistics or Computer Science. One of the outstanding features of studying at Emporia State University is the close relationship between faculty and graduate students. A student is expected to develop a thorough understanding of mathematical principles, thus enabling a continuation of mathematical studies after receiving the degree.**

### **Qualifications**

**The students will be expected to enroll in approximately nine hours of course work leading to a graduate degree.**

### **Salary**

**The stipends will be approximately \$7,000.**

**Application Deadline: March 1.**

**For further information, contact:**

**Dr. Larry Scott, Chairman  
Department of Mathematics and Computer Science  
Campus Box 4027  
Emporia State University  
Emporia, KS 66801  
(620) 341-5633  
E-mail: [scottlar@emporia.edu](mailto:scottlar@emporia.edu)**

## **College of Liberal Arts and Sciences Department of Music**

**Graduate Assistantships** are available in **Music**. ESU offers the Master of Music degree with an emphasis in Music Education or Performance.

### **Duties**

Duties may include conducting, assisting, and/or performing with other ensembles, teaching group or applied lessons, teaching lower level music courses, and/or other duties as needed by the department and that coincide with the interests and abilities of the candidate.

### **Qualifications**

The successful candidate will be a motivated self-starter with an interest in music performance, pedagogy, and/or literature. Experience in teaching private or group lessons, or other ensembles will be taken into consideration. A Bachelor's degree in music or music education is required.

### **Stipend**

Graduate Music Teaching Assistants may receive a full tuition waiver and a stipend of up to \$6,887.

### **Application**

For fullest consideration, applications should arrive in the Office of Graduate Studies by the 3rd Friday in February. For information, contact:

**Dr. Andrew Houchins**  
**Coordinator of Graduate Music Studies**  
**ESU Department of Music – Box 4029**  
**1200 Commercial Street**  
**Emporia, KS 66801-5087**  
**Office: (620) 341-6089**  
**Fax: (620) 341-5601**  
**Email: [ahouchin@emporia.edu](mailto:ahouchin@emporia.edu)**

**College of Liberal Arts and Sciences**  
**Departments of Physical Sciences**  
**(Chemistry, Earth Science, Physics, and Physical Sciences)**

Graduate teaching and research assistantships are available in the physical sciences (chemistry, earth science, physics, and physical sciences education) at Emporia State University. Four Master ' s degree program options exist: chemistry, earth science, physics, and physical sciences teaching.

A graduate teaching assistantship recipient is responsible for helping with the instruction in undergraduate laboratory courses by aiding a professor with materials preparation, grading and in-laboratory assistance to students.

Graduate research assistantships, which involve the pursuit of research with a faculty mentor, are also available through internal or extramural (e.g., NASA) funded projects.

**Qualifications**

Applicants should have an undergraduate degree from an accredited college or university in one of the academic disciplines in the physical sciences and at least a 2.75 grade point average. Previous undergraduate experience as a laboratory assistant will strengthen the application for teaching assistantships.

**Stipend and Duration of Contract**

Typically assistantships extend throughout the academic year. The stipend for a full-time graduate assistantship is \$7000 for an academic year. Tuition for those holding full-time graduate assistantships is waived (nearly \$2000 for residents; \$6000 for non-residents); thus the monetary award value is considerably greater than the stipend. Academic Achievement Awards in addition to the basic assistantship stipends are available on a competitive basis to graduate students with outstanding academic records. Some grant-based, full-time graduate research assistantships are about \$8000.

**Application Deadline**

Applications should be completed by about March 15 for priority consideration.

For further information, write, call, or consult our homepage:

Chair, Departments of Physical Sciences  
Box 4030  
Emporia State University  
Emporia, Kansas 66801-5087  
(620) 341-5330  
<http://www.emporia.edu/physci/>

## **College of Liberal Arts and Sciences Department of Social Sciences**

**The Department of Social Sciences offers teaching assistantships to students in the History M.A. or Social Sciences M.A.T. programs. Graduate Teaching Assistants (GTAs) work with faculty teaching introductory courses in U.S. or world history. Assistantships may extend through the full academic year (fall and spring semesters) or for one semester only. The number of positions and the salary amounts are dependent on annual funding; typically the department has five to seven openings per academic year.**

### **Qualifications**

**GTAs must hold a bachelor's degree (B.A., B.S., or B.S.E.) from an accredited college or university at the time they take up their duties. They must be admitted and enrolled full-time in either the History M.A. or Social Sciences M.A.T. program for the duration of their appointment.**

### **Salary & Length of Contract**

**Contracts extending through the full academic year will be \$6,887 for 2007–2008. GTAs receive a full tuition waiver for the semesters covered by their contract. GTAs who hold full time appointments will be eligible for health insurance through the university.**

**Applications for *any part* of the 2007-2008 academic year should be received in the Graduate Office by February 1, 2007. Applications received after that date will be considered if open positions remain. For further information, contact:**

**Dr. Deborah Gerish, MA Coordinator  
Department of Social Sciences  
Campus Box 4032  
Emporia State University  
Emporia KS 66801  
(620) 341-5579  
email: [dgerish@emporia.edu](mailto:dgerish@emporia.edu)**

**The Teachers College**  
**Department of Counselor Education and Rehabilitation Programs**

**The Department of Counselor Education and Rehabilitation Programs will have several graduate assistantships available for the 2007-2008 school year. The assistantships, which are contingent upon funding, generally involve teaching, assisting faculty with research, participation in collection of data for the department, preparation of instructional materials, and assisting with workshop and in-service programs. On occasion, the assistants also may be requested to serve as substitute teachers in some of the introductory courses offered within the department.**

**Qualifications**

**Persons who have had nine to twelve hours of course work in the department are preferred, but those without such a background will definitely be considered. Persons wishing to major in School Counseling, Mental Health Counseling, or Rehabilitation Counseling are particularly encouraged to apply.**

**Salary and Contract**

**These assistantships require twenty hours of work per week. The salary for a full time assistantship (20 hours) is approximately \$6,887 for the 2006-2007 academic year. In addition, recipients of an assistantship are eligible for tuition waivers.**

**Application Deadline**

**Interested applicants are urged to return their completed applications to the Graduate Office by May 1. Awards may be announced by June 15. For further information, contact:**

**Dr. Patricia Neufeld, Chair**  
**Department of Counselor Education and Rehabilitation Programs**  
**Campus Box 4036**  
**Emporia State University**  
**Emporia, KS 66801-5087**  
**Phone: (620) 341-5220**  
**FAX: (620) 341-6200**  
**e-mail: pneufeld@emporia.edu**

## **The Teachers College**

### **Department of Early Childhood/Elementary Teacher Education**

Graduate assistantships are available in the Department of Early Childhood/Elementary Teacher Education to:

1. **Serve as instructor for three sections of early childhood practicum which includes introduction, placement, assessment and observation of undergraduate students. Assist with preparation of instructional materials and serve as a substitute in on-campus children=s facilities.**
2. **Assist director of the Reading Lab with instruction in courses. Administers reading and spelling tests and provides tutoring in reading for individuals and small groups of students.**
3. **Assist with reading courses and reading practicum. Schedules observation and practicum assignments, and observes and provides feedback to students engaged in coursework and practicum activities.**
4. **Assist director of the Advising Center in advising undergraduate students, record keeping, and data management. Make presentations to undergraduate classes about admission requirements, advising office procedures, and the profession of teaching.**

#### **Qualifications**

**Applicants who have successfully completed a minimum of two years of teaching in an accredited pre-K setting will be given preference in the selection process for the 1st position. Other positions do not have an experience requirement. A 2.75 grade point average for the last 60 hours of undergraduate study is required. Graduate assistants are required to be enrolled in residence in a minimum of six (6) and no more than ten (10) credit hours per semester.**

#### **Stipend**

**Depending on availability of funds, graduate assistantship awards will be approximately \$6,887 per academic year. This position also includes a tuition waiver.**

**Applications must be submitted no later than May 15. Selections will be made prior to July 1.**

**For further information, contact:**

**Dr. Jean Morrow, Chair**  
**Department of Early Childhood/Elementary Teacher Education**  
**Campus Box 4037**  
**Emporia State University**  
**Emporia, KS 66801**  
**(620) 341-5445**

**The Teachers College**  
**Department of Health, Physical Education, and Recreation**

Graduate assistantships are available in the Department of HPER to teach in the physical education activity courses. Assistant coaching graduate assistantships are available through the Department of Athletics. Athletic graduate assistants will also teach one or two courses per semester in HPER activity courses.

**Qualifications**

Applicants must have an undergraduate degree in health, physical education, or recreation from an accredited college or university and a minimum cumulative undergraduate grade point average of 2.75 and 3.00 for the last 60 credit hours based on the 4.0 system.

**Stipend**

Full-time graduate assistants will receive a stipend of approximately \$6,887 for the academic year. In addition, tuition is waived for full-time graduate assistants. Positions are subject to final University funding allocations.

For further information on the HPER graduate program, check out the website at: [www.emporia.edu/hper](http://www.emporia.edu/hper) or contact:

**Dr. Kathy Ermler, Chair**  
**Department of HPER**  
**Campus Box 4013**  
**Emporia State University**  
**Emporia, KS 66801**  
**(620) 341-5926**  
**e-mail: [ermlerka@emporia.edu](mailto:ermlerka@emporia.edu)**

**The Teachers College**  
**Department of Psychology and Special Education**

**Graduate Teaching Assistant duties include teaching Introductory Psychology and other lower undergraduate psychology courses.**

**Qualifications**

**Excellent background in psychology, at least a 3.0+ cumulative or 3.25 last 60 hour undergraduate GPA, and a genuine interest in teaching articulated in a one page essay.**

**Stipends and Fees**

**The stipend for a graduate assistant is usually around \$6,887 for full-time. Students holding full-time assistantships are eligible for a tuition waiver during each term in which they hold an appointment.**

**Final Application Date: March 15**

**Selection Date: April 1**

**Awarding of all graduate assistantships depends upon availability of funds. The selection date may be adjusted to coincide with the date on which funds become available.**

**A limited number of department research assistantships may be offered if funds become available. Salary, qualifications, and selection date of these assistantships will be similar to those required for the teaching assistant.**

**For more information, contact:**

**Dr. Kenneth A. Weaver, Chair**  
**Department of Psychology and Special Education**  
**Campus Box 4031**  
**Emporia State University**  
**Emporia, KS 66801-5087**  
**(620) 341-5317**

**The Teachers College  
Department of School Leadership/Middle & Secondary  
Teacher Education**

**Assistantship duties will include participation in general department activities, instructing and assisting with department courses and assistance with various research projects. Twenty (20) clock hours per week will be required for performance of services.**

**Qualifications**

**A minimum undergraduate (four-year) grade point average of 2.5 or 2.75 for the last two years of undergraduate study is required. Graduate assistants are required to be enrolled in residence in a minimum of six (6) credit hours per semester.**

**Stipend**

**Depending upon availability of funds, graduate assistantship awards will be in the \$6,887 range for full-time work. Graduate research assistantship awards dependent upon available monies.**

**Applications must be submitted no later than May 15. Selections will be made prior to July 1.**

**For further information, contact:**

**Dr. Jerry D. Will, Chair  
Department of School Leadership/Middle & Secondary Teacher Education  
Campus Box 4037  
Emporia State University  
Emporia, KS 66801  
(620) 341-5776**

## **School of Business**

**The School of Business anticipates approval of the following graduate assistant positions for the next academic year:**

- 1. Accounting and Computer Information Systems. (Five positions) Applicants should have an undergraduate major in business. Assignments might include working in the Accounting Lab or with Accounting, Computer Information Systems, or Economics faculty on teaching or scholarly activities.**
- 2. Business Administration and Education. (Five positions) Graduate Assistants will assist instructors with class preparation and research, help faculty collect and analyze statistical data, provide assistance to collect library materials for teaching and research, grade tests, proctor exams, monitor student evaluations and make-up examinations, and assist instructors with classroom activities as needed. Preference will be given to applicants with an undergraduate major in business. One graduate assistant will assist faculty with the Business Teacher Conference. Another will be a tutor in the Business Statistics Lab.**
- 3. Richel Business Computer Lab. (Three positions) Applicants should have an undergraduate major in business and a working knowledge of commonly used microcomputer software packages. Experience with some programming language is desirable.**
- 4. MBA Office. (One Position) The Graduate Assistant will serve as a research assistant for the MBA director.**
- 5. School of Business Dean's Office. (One Position) Applicants should have an undergraduate major in business, preferably accounting. The graduate assistant will substitute in Intermediate Accounting I classes in the Associate Dean's absence and will grade quizzes, homework, and exams. The graduate assistant works individually with students to help them, as needed.**

# School of Library and Information Management

Eight teaching assistants work in the information technologies lab.

## Qualifications

Admission to the School of Library and Information Management; financial need; professional promise; academic merit; and school's need for particular skills.

Graduate Assistantship Applications should be received by March 1 for the fall semester and October 1 for spring assistantships.

## Graduate Research Assistants

Graduate Research Assistants contracts will extend through the academic year. There are limited opportunities for summer work with additional pay. Stipends are expected to be a minimum of \$6,887 for assistantships requiring 20 hours of work per week. Most graduate research assistants are considered residents for purposes of calculating tuition. Full-time graduate assistants receive a full tuition waiver but must pay fees.

## Graduate Teaching Assistants

Contracts will extend through the academic year and GTA's receive a separate contract for summer work. Stipends are expected to be a minimum of \$6,887 for full-time assistantships requiring 20 hours of work per week. Full-time graduate assistants receive a full tuition waiver but must pay fees.

## Scholarships.

A limited number of scholarships are available in amounts ranging from \$100 - \$1,000. Most of the awards are for beginning students enrolled in course work in the fall or spring semesters. Students who wish to apply for scholarships should submit a scholarship application available on the SLIM website. The deadline for fall scholarship applications is June 1; the deadline for spring scholarship applications is October 1; and for summer scholarships, the deadline is April 1. Scholarships are awarded in the semester prior to their receipt.

For further information, contact:

Yvonne Ballester  
School of Library and Information Management  
Campus Box 4025  
Emporia State University  
Emporia, KS 66801  
(620) 341-5203 toll free: 800-552-4770  
<http://www.slim.emporia.edu>

## **Student Affairs Admissions Office**

**The Admissions Graduate Administrative Assistant holds a position in the Admissions Office for no more than two years. The next anticipated opening is Fall 2007. Interested graduate students should contact the Director of Admissions.**

### **Responsibilities**

**The primary responsibility of the Graduate Administrative Assistant (GAA) will be to directly supervise students employed as Admissions Student Telecounselors. Telecounselors call, email and chat with prospective students interested in ESU. Applicants for the GAA position must be willing to gain knowledge of Admissions functions and activities. Proficiency in general computer skills is desired including word processing, spreadsheets, database management and email. The GAA must have the ability to supervise, train, and manage student telecounselors. Good communication skills, experience in public speaking and an ability to utilize good judgement, handle a high level of responsibility, and seek advice or counsel when necessary are desired qualities in the successful candidate. The position duties also include, but are not limited to, program development and strategic planning. Applicants must have the ability to work evenings, Monday through Thursday, 4 p.m. to 9 p.m.**

**Candidates need to have filled out a graduate assistantship application available through the ESU Graduate Office and be admitted to a degree seeking program at ESU. This position is eligible for a tuition waiver and a bi-weekly stipend, but not for student health insurance.**

### **Stipend**

**The minimum stipend is approximately \$6,887 for a full-time Graduate Administrative Assistant for approximately nine months.**

**Applications should be made to the Admissions Office. When vacancies occur, they will be filled as soon as qualified applicants are available. For further information, contact:**

**Laura Eddy, Director  
Admissions Office  
Campus Box 4034  
Emporia State University  
Emporia, KS 66801  
(620) 341-5465  
1-877-468-6378**

## **Academic Affairs**

### **Assessment and Teaching Enhancement Center (ATEC)**

Graduate Assistant, Coordinator, State of Kansas Scholarship Contest (SKSC), Miller Analogies Test (MAT) Proctor, holds a position in the ATEC Office for not more than two years. The next anticipated opening is fall 2008. Interested graduate students should contact the ATEC Office at 341-5103.

#### **Responsibilities**

The primary responsibility of the Graduate Assistant is to serve as Coordinator for the State of Kansas Scholarship Contest (SKSC). The coordinator reports to the Director of the Assessment and Teaching Enhancement Center and works closely with the office secretary and co-coordinator for the SKSC. The SKSC is a testing program which recognizes and rewards academic achievement by students in grades 7-12 in the schools of Kansas.

Position duties include developing materials for the SKSC, including preparing the rules booklets, selecting tests, scanning test sheets, contacting test writers, contacting participating schools and managing bulk mailings. The coordinator will be responsible for maintaining a large database on our server. The actual administration of the SKSC tests occurs in February. At the conclusion of the contest, result booklets are compiled and awards mailed to each school participating. Other duties include administering the Miller Analogies Test (MAT) approximately 6 times per semester.

The coordinator is expected to maintain or develop skills in using computer programs such as WordPerfect, MS Word, Excel, SPSS, web browsers, and data entry software.

#### **Stipend**

The minimum stipend is approximately \$6,887 for a full-time Graduate Assistant for approximately nine months.

Applications should be made to the ATEC Office. When vacancies occur, they will be filled as soon as qualified applicants are available. For further information, contact:

Dr. Anthony Ambrosio, Director  
Assessment and Teaching Enhancement Center  
Morse Hall 23, Campus Box 4074  
Emporia State University  
Emporia, KS 66801  
(620) 341-5103

## **Academic Affairs Office of Disability Services**

The Office of Disability Services (ODS) facilitates accommodations for ESU students with disabilities and provides additional supports in the form of individualized assistance, workshops, and referral to community resources.

### **Responsibilities**

The Graduate Assistant in ODS will serve as a member of a team providing services and referral to students with documented disabilities. Responsibilities will include intake, case management, advocacy, event planning, and individualized support services. This position may include teaching duties.

This position requires exceptional interpersonal and organizational skills. The ability to work with individuals from diverse backgrounds is essential. Graduate students majoring in Rehabilitation Counseling are particularly encouraged to apply.

### **Stipend**

Applications should be made to the Office of Disability Services. We are anticipating one vacancy for fall 2007. For further information, please contact:

**Shanti Ramcharan, Director  
Office of Disability Services  
Lower Level, Memorial Union  
Campus Box 4023  
Emporia, KS 66801  
(620) 341-6637 (voice)  
(620) 341-6646 (tty)**

# Office of Student Financial Aid

## Primary Responsibilities

- Assist with instruction of Freshman Seminar course as requested
- Process Work-Study contracts and monitor expenditures in university's Federal Work-Study program
- Oversee Community Service component of Federal Work-Study Program
  - Establish and maintain contacts and contractual agreements with employers and students.
  - Refer eligible student candidates to available positions
  - Monitor time sheets and wage expenditures
- Monitor various aspects of the Job Development program
  - Counsel and place students experiencing difficulties with securing employment
  - Monitor expenditures
  - Maintain documentation regarding JD program (information, job descriptions, etc.)
- Assist with Administration of Kansas Career Work-Study and YES programs
  - Contact potential employers about student placement and program guidelines
  - Verify student eligibility, process reimbursement vouchers, monitor expenditures
- Provide information presentations for prospective students and their parents/assist with new student programs and other special events
- Compile information and assist with special events
- Answer telephone, assist at reception area, file, and other duties as assigned
- Process document tracking using automated packing software
- Follow confidentiality rules
- Schedule appointments

## Qualifications

- Full-time graduate student
- May require eligibility for Federal Work-Study funding
- Must be organized and able to work independently
- Excellent oral and written communication skills
- Experience with computers and software programs (i.e. Microsoft Office and/or Corel Office Suite) is beneficial

## Contact

Elaine Henrie, Director  
ESU Office of Student Financial Aid  
103 Plumb Hall, Campus Box 4038  
Emporia, KS 66801  
(620) 341-5457  
(800) 896-0567

## **Academic Affairs International Education**

Responsibilities include working with international student admissions, advisement, registration, recruitment, and orientation. Other responsibilities include helping with activities of the Office of International Education. Teaching responsibility involves at least 1 hour per week in an orientation class for international students.

### **Qualifications**

Applicants must be native speakers of English or have near native speaker fluency as shown by a TOEFL score of 550 or above and the ability to pass the SPEAK exam given at ESU. All applicants should have completed a bachelor's degree from an accredited college or university at the time of appointment. They must be enrolled at ESU in a graduate program during the term of their appointment. Preference will be given to those who have had English as a second language training or have completed or intend to pursue course work in English, education, student personnel, counseling, or foreign languages. The ability to read and fluently speak a foreign language and some experience living or studying abroad would be helpful.

### **Salary and Length of Contract**

Contracts, subject to availability of funding, normally extend through the academic year. The stipend, paid in 19 bi-weekly installments, will be in the \$6,887 range, depending upon qualifications and teaching experience. All contracts are renewable by mutual consent.

### **Application Deadline**

Application deadlines and starting date depends on semester of job opening. For further information contact:

**Mr. James F. Harter  
Assistant Vice President for International Education  
Campus Box 4041  
Emporia State University  
Emporia, KS 66801  
(620) 341-5374**

# **Intensive English Program**

**The program offers semester-long intensive instruction to international students who need to improve their proficiency in English prior to beginning a regular course of study at ESU. Courses include English structure, speaking/ understanding, reading, and writing.**

**One or two graduate assistantships are normally available each academic year. GAs teach two courses per semester five days a week under the supervision of the IEP staff.**

## **Qualifications**

**Applicants must be native speakers of English or have near native speaker fluency as shown by a TOEFL score of 550 or above and the ability to pass the SPEAK exam given at ESU. All applicants should have completed a bachelor's degree from an accredited college or university at the time of appointment. They must be enrolled at ESU in a graduate program during the term of their appointment. Preference will be given to those who have had English as a second language training or have completed or intend to pursue course work in English, education, library science, counseling, or foreign languages.**

## **Salary and Length of Contract**

**Contracts, subject to availability of funding, normally extend through the academic year. The stipend, paid in 19 bi-weekly installments, will be in the \$6,887 range, depending upon qualifications and teaching experience. All contracts are renewable by mutual consent.**

## **Application Deadline**

**Application deadlines and starting date depends on semester of job opening. For further information contact:**

**Mr. James F. Harter  
Assistant Vice President for International Education  
Emporia State University  
Campus Box 4041  
Emporia, KS 66801  
(620) 341-5374**

## **Student Affairs Residential Life**

**Assistant Complex Coordinator-Graduate Administrative Assistant is responsible for providing leadership and direction in a comprehensive student-housing program for one residence hall complex housing between 400-600 students. The position is multi-dimensional, responsibilities include the areas of administration, student/staff development, working with inappropriate behavior, and advising student groups. The ACC supervises 10 Reception Center Assistants, 4-8 night security assistants, and/or 12 resident assistants in their programming efforts, and is a leader in the development of a quality living environment supportive of the academic mission. The graduate administrative assistant assists in the structuring and presentation of the Resident Assistant class.**

### **Qualifications:**

**Bachelors degree; acceptance into a graduate program, preferably Counseling, Psychology, Art Therapy, or other related fields; preference given to people with one or more years student staff experience in residence halls or a comparable area.**

### **Salary:**

**This is a nine-month live-in position. As such, there is an expectation to be available to students and staff as needed. Benefits include a minimum salary of \$8000.00 per year, a furnished apartment, limited meal plan, parking, and the potential for summer work.**

**Applications will be reviewed beginning March 1, with April 15 as the ideal date for selection. For more information, contact:**

**Associate Director of Residential Life  
Campus Box 4009  
Emporia State University  
Emporia, KS 66801  
(620) 341-5264  
reslife@emporia.edu**

# **Student Affairs**

## **Center for Student Involvement**

### **Multicultural Programs and Services**

**Primary Focus**—Multicultural Programs and Services: The E.S.U. Edge—Minority Student Retention Program. The emphasis of this position is in student development and administration in higher education. The graduate administrative assistant will gain experience in various elements of the student services profession. The focus of the position and the experiences gained are designed to develop skills and competencies critical to success when pursuing a career in fields focusing on social, cognitive, and behavioral processes. The graduate assistant must have a sincere desire to assist students in developing self-understanding, independence, responsibility, interpersonal skills, and organizational leadership skills.

**Appointment**—This position will begin on 07/01/2007 or as soon as possible following acceptance of position.

#### **Salary and Benefits**

1. No less than \$7,000/academic year, ten month position
2. Tuition waiver
3. \$200 meal allowance/semester
4. Extensive professional development opportunities
5. Involvement with professional organizations is encouraged

**Qualifications**—Extensive student organization involvement and an interest in pursuing a career in the helping professions preferred. Applicant must have completed a Bachelor's degree at an accredited institution and be accepted into a graduate program at Emporia State University.

**The Staff**—An extremely important element in success for a graduate assistant is the staff with whom you work. The Center for Student Involvement is staffed by five professionals, the office manager, graduate assistants and undergraduate employees. All of the professional staff members are extensively involved in professional associations.

**How to Apply**—Send application for graduate assistantship, a letter of interest, resume, academic transcript and the names and contact information for three references no later than Wednesday, April 25, 2007. Deadlines for Graduate School and degree programs may be different. Please consult the Emporia State University graduate program guides for specific academic deadlines. Applicants can expect to be notified of status no later than May 18, 2007.

**Contact**—Elizabeth Nelson, Multicultural Programs & Services, [enelson@emporia.edu](mailto:enelson@emporia.edu). Center for Student Involvement, Emporia State University, 1200 Commercial St., Box 4065, Emporia, KS 66801-5057, 620-341-5481, FAX: 620-341-5882.

**EOE Statement**—Emporia State University is committed to the principle of equal opportunity in education and employment. Accordingly, the University does not discriminate against individuals on the basis of race, religion, color, gender, disability, national origin, ancestry, age, status as a special disabled veteran or qualified veteran of the Vietnam era, or on the basis of any other factor prohibited by law, in its programs, activities, and employment practices, all as required and to the extent specified by applicable laws and regulations.

## **General Responsibilities**

1. Serve as member of the Center for Student Involvement staff and the Division of Student Affairs, working closely with staff on administration development.
2. Work closely with areas of Division of Student Affairs, Memorial Union and Emporia State University as resource including production of special University events and serving on university wide committees.
3. Assist with and be responsible for special projects as requested.
4. Become aware of other resources and resource persons within the Division of Student Affairs, Memorial Union, and larger campus community who are available to be of assistance for leadership development and student programming.
5. Advise and assist students on an individual basis and make referrals to other areas within the Division of Student Affairs, as necessary.
6. Be willing to work hard, have fun, and be a part of a team as well as have the ability to work independently.

## **Specific Multicultural Programs and Services Responsibilities**

1. Assist the Multicultural Programs and Services Director in designing, implementing and assessing The E.S.U. Edge—Minority Student Retention Program
2. Assist in enrolling minority students in The E.S.U. Edge; develop and update program database
3. Assist in designing and facilitating The E.S.U. Edge Summer Orientation Program
4. Serve as a liaison to offices and departments on campus that are connected to this retention program
5. Assist the Multicultural Programs and Services Director in developing and implementing an Early Alert System to track academic progress
6. Assist the Multicultural Programs and Services Director in developing a tutoring program; duties may include hiring, payroll, scheduling, etc.
7. Assist the Multicultural Programs and Services Director in developing a peer mentoring component to The E.S.U. Edge
8. Facilitate the implementation of Monthly Academic Success Seminars for students in the program
9. Assist minority students in getting involved in organizations, Greek Life, campus activities and community service
10. Work closely with the other Multicultural Programs and Services Graduate Assistant (Recognized Student Organization Advising and Cultural Programming) to ensure seamless support services to minority students.

**Student Affairs  
Department of Student Wellness  
Counseling Center**

**The Graduate Administrative Assistant serves as a paraprofessional in the Biofeedback Center, trains clients in relaxation using biofeedback techniques and guided imagery, maintains client records and statistics, prepares and gives presentations on stress management and biofeedback and assists with other Counseling Center activities as needed.**

**Salary and Length of Contract**

**The position salary is approximately \$341 bi-weekly, subject to the availability of adequate funding. The appointment begins with the fall semester.**

**Applications are due by April 1 with selection by May 1.**

**For further information, contact:**

**Aneta Bodkin, Assistant Director  
Department of Student Wellness  
Counseling Center  
Campus Box 4006  
Emporia State University  
Emporia, KS 66801  
(620) 341-5221**

## **Student Support Services**

**Position: Academic Skill Instructor/Tutor/Mentor Coordinator**

### **Qualifications**

**Bachelor's degree and acceptance into a graduate course of study within Psychology, Counselor Education or other related department. Candidate must possess an understanding of and be capable of instructing classes on time management, note-taking and test-taking skills, anxiety reduction, and cognitive thinking skills. The candidate must possess excellent verbal communication skills and be able to relate to socio-economically disadvantaged, physically disabled, and non-traditional students. A resume, transcripts, and two letters of recommendation are required. Background in secondary education and/or counseling and familiarity with the resources offered by ESU are preferred.**

### **Duties**

**Teach Principles of Accounting Skills class each semester and assist in teaching other classes offered through Project Challenge. Be responsible for completing the required documentation and submitting it to the Director on a timely basis. Share responsibility for coordinating and supervising 12 Tutor/Mentors employed by the program, developing and implementing training, procedures, and documentation of services offered and provided. Establish and maintain proper communication with appropriate faculty. Monitor student progress, tutorial services and mentoring services as needed. Coordinate mini-courses/workshops. Other duties may be assigned by the Director.**

**Stipend: \$6,887.**

**Applications deadlines vary. Check with program office for further details. For more information, contact:**

**Trudi Benjamin, Director  
Project Challenge  
Campus Box 4016  
Emporia State University  
Emporia, KS 66801  
(620) 341-5097**