

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

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

Fall 2011

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 2011-2012 academic year. Stipends for full-time assistantships, subject to availability of adequate funding, are \$7,059.

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, or 3.0 for at least 6 credit hours of graduate level course work. 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.

The Application For Graduate Assistantship and instructions for applying online can be found at <http://www.emporia.edu/grad/GTA/index.php>.

Applications are also available in the Graduate School, Plumb Hall 313.

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:

**Graduate School
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

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

Emporia State University is an Equal Opportunity Employer

College of Liberal Arts and Sciences

Department of Biological Sciences

Graduate teaching and research assistantships are available for each academic year. Teaching assistants will be involved in the instruction of laboratory sections in the introductory level general biology, zoology, botany, microbiology, and human anatomy and physiology courses. Research assistants will be involved in research activities.

Qualifications

Those applying should possess a baccalaureate degree in the biological sciences or a related area from an accredited college or university with a minimum grade point average of 3.0. Minorities and women are encouraged to apply.

Salary and Length of Contract

An academic year stipend of \$7,059 is available for full-time assistantships. Recipients of assistantships may be eligible for a fee reduction. All 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. Application forms and other information can be found at <http://www.emporia.edu/biosci/biology.htm> or 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 \$7,059. 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, Modern Languages, and Journalism
Campus Box 4019
Emporia State University
Emporia, KS 66801
Voice: (620) 341-5216
Fax: (620) 341-5547
E-mail: mstorm@emporia.edu**

**College of Liberal Arts and Sciences
Department of Mathematics, Computer Science, and
Economics**

The Department of Mathematics, Computer Science, and Economics 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, Computer Science, and Economics 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 \$7,059.

Application Deadline: March 1.

For further information, contact:

**Dr. Joe Yanik, Chair
Department of Mathematics, Computer Science, and Economics
Campus Box 4027
Emporia State University
Emporia, KS 66801
(620) 341-5633
E-mail: hyanik@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 \$7,059.

Application

For fullest consideration, applications should arrive in the Graduate School 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

College of Liberal Arts and Sciences
Department 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) at Emporia State University. Four Master's degree program concentrations exist: chemistry, earth science, physics, and physical sciences.

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 \$7809 for an academic year, extramural grant-based assistantships may be higher. Tuition for those holding full-time graduate assistantships is waived (nearly \$4200 for residents; \$14,000 for non-residents); thus the monetary award value is considerably greater than the stipend. Some grant-based, full-time graduate research assistantships are about \$8000.

Application Deadline

Applications should be completed by about March 15 for priority consideration; however, some assistantship awards are made later.

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

Chair, Department 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, or on occasion courses in other disciplines such as geography or social sciences education. 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 \$7,059 for 2011–2012. GTAs receive a full tuition waiver for the semesters covered by their contract. GTAs with full time appointments will be eligible for health insurance through the university.

Applications for *any part* of the 2011-2012 academic year should be received in the Graduate School by February 1, 2011. 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**

The Teachers College

Elementary Education/Early Childhood/Special Education

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

1. Serve as instructor for 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 directors of the Emporia PDS in supervising undergraduate students during EE320, scheduling observations and providing feedback to students.
5. Serve as instructor in the Leadership minor program assisting with preparation of instructional materials and coordinating program activities.
6. Assist special education faculty in the development of course materials and other activities.

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 \$7,059 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 Elementary Education/Early Childhood/Special 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 general education health and physical education 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. All graduate assistants also work in the Human Performance Laboratory.

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 \$7,059 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 or contact:

**Dr. Joan Brewer, Chair
Department of HPER
Campus Box 4013
Emporia State University
Emporia, KS 66801
(620) 341-5926
e-mail: jbrewer@emporia.edu**

The Teachers College

Department of Instructional Design and Technology

Graduate teaching assistantships are available in the Department of Instructional Design and Technology to:

1. Assist Instructional Design & Technology and Teachers College professors with the instruction of graduate and undergraduate courses conducted in The Teachers College PC and Macintosh computer labs.
2. Assist individual students with assigned projects and tasks associated with Instructional Design and Technology courses.
3. Assist individual faculty members with the design, development, and instruction of media-rich, face-to-face and online courses.
4. Manage and maintain the daily operation of the PC and Macintosh computer labs.

Qualifications

Applicants with prior experience in the field will be given preference in the selection process. Applicants must have a minimum undergraduate (four-year) grade point average of 2.5 or 2.75 for the last two years of undergraduate study, based on a 4.0 system, or 3.0 for at least 6 credit hours of graduate level course work. The minimum course load for graduate assistants is six (6) hours during regular terms and three (3) hours for a summer term. In addition to English Proficiency requirements for admission to graduate study, applicants whose first language is not English must meet requirements outlined in the Graduate Policy Handbook, prior to being awarded a graduate teaching assistantship.

Stipend

Depending on availability of funds, graduate assistantship awards will be approximately \$7,059 per academic year. Students holding full-time assistantships are eligible for a tuition waiver during each term in which they hold an appointment.

Applications must be submitted no later than May 1. Applications received after that date will be considered if open positions remain. Awarding of all graduate assistantships depends upon availability of funds.

For further information, contact:

Dr. Marcus Childress, Chair
Department of Instructional Design and Technology
Campus Box 4037
Emporia State University
Emporia, KS 66801
E-mail: mchildre@emporia.edu

The Teachers College Department of Psychology

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 \$7,059 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. Brian Schrader, Chair
Department of Psychology
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 \$7,059 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

The Teachers College Department of Counselor Education

The Department of Counselor Education will have a graduate assistantship available for the 2011-2012 school year. The assistantship, which is contingent upon funding, generally involve 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 assistant may also 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 Art Therapy, Mental Health Counseling, Rehabilitation Counseling, or School Counseling are particularly encouraged to apply.

Salary and Contract

These assistantships require twenty hours of work a week. The salary for a full time assistantship (20 hours) is approximately \$7059 for the 2011-2012 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 School by June 1. Awards may be announced by July 15. For further Information contact:

Dr. James Costello, Interim Chair
Department of Counselor Education
Campus Box 4036
Emporia State University
Emporia, KS 8011-5087
Phone: (620) 341-5220
FAX: (620) 341-6200
e-mail: jcostell@emporia.edu

School of Business

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

- 1. Accounting and Information Systems (five positions).** Applicants should have an undergraduate major in business or computing. Graduate teaching assistants with a computing background may be assigned to teach IS 110 (Micro-computer Application Lab). Those with an Accounting background may be assigned to the Accounting lab, and those with an Economics background may be assigned to the Economics lab. All will be working with professors on research activities as well as assisting with grading and other classroom activities as needed.
- 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 with collecting library materials for teaching and research, evaluate tests, proctor exams, monitor student evaluations and make-up examinations, and assist faculty 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, while other graduate assistants will be assigned to assist as tutors for Business Statistics, Operations Management, Finance, and/or other business administration courses.
- 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, maintain assessment statistics for student learning committee, and help with training activities.
- 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 \$7,059 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 \$7,059 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>

Enrollment Management 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 2011. 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 and email 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 School 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 \$7,059 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**

Enrollment Management Office of Student Financial Aid

Primary Responsibilities

- **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 SWARM**
- **Compile information and assist with special events**
- **Answer telephone, assist at reception area, file, and other duties as assigned**
- **Assist with instruction of Freshman Seminar course as requested**
- **Follow confidentiality rules**

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 (Access, Excel, Microsoft Office) 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**

Enrollment Management 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.

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 study abroad experience 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 20 bi-weekly installments, will be in the \$7,059 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. Harry Imbeau
Director of International Education
Campus Box 4041
Emporia State University
Emporia, KS 66801
(620) 341-5374**

Enrollment Management 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 20 bi-weekly installments, will be in the \$7,059 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. Harry Imbeau
Director of International Education
Emporia State University
Campus Box 4041
Emporia, KS 66801
(620) 341-5374**

**Student Life
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 \$353 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:

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

Enrollment Management 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, Business or other related department. Prefer the candidate have experience in instructing classes on time management, note-taking and test-taking skills, anxiety reduction, and cognitive thinking skills. Also preferred experience with supervising, monitoring, and evaluating staff. 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 Tutor Certification 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. Other duties may be assigned by the Director.

Stipend: \$7,059.

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**

University Libraries & Archives

Graduate teaching assistantships are available in the Libraries and Archives at Emporia State University.

Responsibilities

- **Providing instruction in two – four sections of Comp 1 and Comp 2 with assistance from faculty librarians**
- **Provide instructional support for UL 100 – Information Literacy and Technology**
- **Instruction at the Reference Desk during weekend hours**

Qualifications

Applicants should have an undergraduate degree from an accredited college or university with at least a grade point average of 2.75 in the last two years of undergraduate study. Graduate assistants are required to be enrolled in a minimum of six (6) credit hours per semester. Students from all graduate programs are eligible to apply.

Stipend and Duration of Contract

Contracts are normally written for an academic year with the possibility of a summer contract. The stipend follows the guidelines set by the Graduate School. Tuition for is waived for full-time graduate students.

Application Deadline

Application deadline for fall position is June 1.

Please send cover letter and resume to:

**Denise Britton
University Libraries & Archives
1200 Commercial
Campus Box 4051
Emporia, KS 66801
(620) 341-5208
dbritton@emporia.edu**