General Description of Position: Kansas State University Olathe Campus invites applications for the position of Applied and Interdisciplinary Studies (AIS) Student Assistant. This position works directly with the faculty and academic administrators at the Olathe campus. The AIS Student Assistant is a temporary, part-time, student position. The student will work 10 – 15 hours per week and must be able to cover daytime hours, as well as occasional evenings. The student may work remotely while performing the majority of functions, but routine meetings in person at Kansas State University’s Olathe campus will be required. The student must be enrolled in at least six credit hours during the fall and spring semesters and meet the University’s eligibility requirements for summer employment.

Information about the College/Unit: Kansas State University’s Olathe campus was launched in April 2011 and is the third and newest campus in the university’s system. The campus is located in Johnson County and the Greater Kansas City metro area. The campus is a strategic partner of the Johnson County Education and Research Triangle, which was created in 2008 when residents invested in the county's future by voting for a one-eighth cent sales tax. The proceeds from this tax generate more than $15 million a year to fund higher education through a unique partnership among Johnson County, the University of Kansas and Kansas State University.

Diversity and Inclusion: Kansas State University embraces diversity and inclusion. The university actively seeks individuals who foster a collegial environment and cooperative interactions with coworkers, students, and others. The University is dedicated to promoting the Principles of Community.

The Successful Candidate will: The AIS Student Assistant will:

1. Assist faculty with technology and tools needed to ensure quality closed captioning in online courses, with an emphasis on editing transcripts for closed captioning of video lectures.
2. Coordinate with faculty, academic administrators, and the IT staff on technology related to closed captioning for online classes.
3. Other duties as assigned.

Required Education: Must be pursuing a bachelor’s degree or graduate degree in animal science, animal health, biology, or a related area.
Other Requirements: Excellent communication skills
Detail oriented
Must be well versed in the English language and demonstrate good grammar skills
A laptop computer will be provided, but must have access to a personal computer and the internet
Evidence of being a self-starter
Ability to work independently and in team settings
Ability to problem solve and think creatively
Be available to work evenings

Preferred Qualifications: Kansas State University students will be given preference.
Familiarity with Zoom, Media Site, and related technologies preferred, but not required.

Special Instructions to Applicants: Interested candidates should submit a cover letter, resume, and three professional references. Please submit application materials to Dr. Paige Adams at apadams@ksu.edu. Applications will be accepted until the position is filled, but no later than May 1, 2021.

Questions regarding the position can be directed to Dr. Adams at apadams@ksu.edu.

Applicants must be currently authorized to work in the United States at the time of employment.

Screening of Applications Begins: Review of applications will begin immediately.
Salary Range: $12.00/hr - $14.00/hr, based on applicant qualifications.

Equal Employment Opportunity: Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees. Equal Employment Opportunity is the Law.