

**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 2015**

# 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, research, and administrative) will be awarded during the 2015-2016 academic year. Stipends for full-time assistantships, subject to availability of adequate funding, are \$7,344.**

**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. 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/graduateassistants/graduate-assistant-application.html>.**

**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 School 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](mailto: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 \$7,809 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, Modern Languages, and  
Journalism**

The English program normally offers ten 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 \$7,344. Supplementary stipends are regularly provided from 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 ten awards. These will be announced by April 1. Later applications will be considered as additional funding becomes available.

For further information, contact:

**Mel Storm, Director of Graduate Studies  
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](mailto:mstorm@emporia.edu)**

## **College of Liberal Arts and Sciences Department of Mathematics and Economics**

**The Department of Mathematics 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 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 or Statistics. 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 \$7,809.**

**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) 341-5639  
E-mail: [hyanik@emporia.edu](mailto: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 \$7,344.

### **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**  
**1 Kellogg Circle 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**  
**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/phisci/>

## **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; currently the department has five 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 \$7,344 for 2015–2016. 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 2015-2016 academic year should be received in the Graduate School by February 1, 2015. Applications received after that date will be considered if open positions remain. For further information, contact:**

**Dr. Amanda Miracle, MA Coordinator  
Department of Social Sciences  
Campus Box 4032  
Emporia State University  
Emporia KS 66801  
(620) 341-5579  
email: [amiracle@emporia.edu](mailto:amiracle@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 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. Also organize faculty and student data associated with Hornet Connected Learning; work with HCL faculty on additional duties as assigned.
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.

**Reading Graduate Teaching Assistant:** Assist with reading course EE413; reading practicum course EE414; cover courses for professors in their absence; assist with undergraduate and graduate reading programs as assigned; organize faculty and student data associated with Hornet Connected Learning and work with HCL faculty on additional duties as assigned.

**Early Childhood Unified Graduate Teaching Assistant:** Primary responsibility will be to assist the Early Childhood faculty in the development of courses. The GTA will also be available as a substitute for CECE.

**Reading Lab Graduate Teaching Assistant:** Duties of the Reading GTA are: to teach courses assigned by the director (EL072, EL100, EL516 and/or independent studies), manage on-line courses, individually tutor students, coach student lab assistants, assist with university testing/study skills sessions and the everyday management of all lab 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 \$7,344 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. C. Matt Seimears, Chair**  
**Department of Elementary Education/Early Childhood/Special Education**  
**Campus Box 4037**  
**Emporia State University**  
**Emporia, KS 66801 (620) 341-6057**

## **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 \$7,344 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. Shawna Shane, Chair  
Department of HPER  
Campus Box 4013  
Emporia State University  
Emporia, KS 66801  
(620) 341-5926  
e-mail: [sshane@emporia.edu](mailto:sshane@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 \$7,344 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. Zeni Colorado, Chair**  
**Department of Instructional Design and Technology**  
**Campus Box 4037**  
**Emporia State University**  
**Emporia, KS 66801**  
**E-mail: [jcolorad@emporia.edu](mailto:jcolorad@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 “Teaching Interest” essay. Send the essay directly to the address below. Additionally, you must submit a 15-30 minute video of you teaching a topic from one of the following areas in psychology: brain and behavior, classical conditioning, cognitive development in childhood, or social-cognitive perspective of personality. The video should be filmed at least 10 feet from you and be more than just a head shot (your attire should be professional/casual). You should be teaching freshman students (real or imaginary) using Power Point slides during the sample teaching. If including an activity for students, the activity should be no more than 5 minutes of the video. Send the digital video or link to the video to psych@emporia.edu , Subject: GTA application Video.

## **Stipends and Fees**

The stipend for a graduate assistant is usually around \$7,344 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: approximately May 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  
psych@emporia.edu**

**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 \$7,344 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:**

**Daniel Stiffler, 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 2015-2016 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, Clinical 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 \$7344 for the 2015-2016 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, 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](mailto:jcostell@emporia.edu)

## **School of Business**

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

- 1.** School of Business Instruction/Research (ten 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). Some positions will be available to tutor or operate specific School of Business labs. Graduate Assistants will assist professors with class preparation and research, proctor and evaluate exams, monitor student evaluations, and assist faculty with classroom activities, as needed. One Graduate Assistant may be assigned to assist with the Business Teacher Conference.
  
- 2.** Business Resource Center (two positions). BRC Graduate Assistants will assist with the website and produce marketing materials. They will also assist with recruiting, marketing, Hornet Connections, student visits, etc
  
- 3.** School of Business Dean's Office (one position). This Graduate Assistant will assist with class preparation and research, proctor and evaluate exams, monitor student evaluations, and assist with classroom activities, as needed. They will also assist with research and accreditation.

## **School of Library and Information Management**

SLIM hires eight graduate assistants each year to support Blackboard course organization and technology requirements, faculty research, and administrative activities. Contracts are for the academic year with some limited additional appointments for summer semester. Assistants are scheduled to work an average of 20 hours per week. Compensation includes a minimum stipend of \$7,344 for the academic year and full tuition waiver per semester (fees are not covered).

### **Qualifications**

Graduate assistants must be full-time students and able to maintain a regular weekly schedule at the SLIM offices on the Emporia State University campus.

**For further information, contact:**

**Kathie Buckman  
School of Library and Information Management  
Campus Box 4025  
Emporia State University  
Emporia, KS 66801  
(620) 341-5203  
<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 2016. Interested graduate students should contact the Director of Admissions.

### **Responsibilities**

The Graduate Administrative Assistant will assist with indexing documents for the scanning process for student application materials. The Graduate Administrative Assistant will interact with prospective students in person and on the phone to answer questions about the undergraduate application and admission process. Applicants must be willing to gain knowledge of Admissions function and activities. The GAA will work with the Director of admissions related research project throughout the year that will be shared with the leadership of Emporia State University. The successful applicants will have good communication skills, handle a high level of responsibility, and seek advice or counselor will necessary.

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 \$7,344 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**

- **Assist with processing of 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**
- **Perform annual audit of athletic awards for NCAA compliance report**
- **Compile information and assist with special financial aid events**
- **Answer telephone, assist in reception area, and other duties as assigned**
- **Assist with instruction of Financial Literacy programs 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 \$7,344 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:**

**Dr. Gonzalo Bruce  
Dean 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 \$7,344 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:**

**Dr. Gonzalo Bruce  
Dean of International Education  
Emporia State University  
Campus Box 4041  
Emporia, KS 66801  
(620) 341-5374**

**Student Life  
Student Wellness Center  
Counseling Services**

**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 Services activities as needed.**

**Salary and Length of Contract**

**The position salary is approximately \$367 bi-weekly, subject to the availability of adequate funding. The appointment begins with the fall semester.**

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

**For further information, contact:**

**Sally Crawford-Fowler, Assistant Director  
Student Wellness Center  
Counseling Services  
Campus Box 4006  
Emporia State University  
Emporia, KS 66801  
(620) 341-5222**

## **Enrollment Management TRIO: 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. Familiarity with the resources offered by ESU are preferred.**

### **Duties**

**Teach Tutor Certification class each semester and assist in teaching other classes offered through TRIO: Student Support Services. 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: \$7,344.**

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

**Kristi Bolen, Director  
TRIO: Student Support Services, Campus Box 4005  
Emporia State University  
Emporia, KS 66801  
(620) 341-5097**

## University Libraries and Archives – Reference and Instruction Services

The Reference and Instruction Services Graduate Assistant provides instruction and reference services primarily through assigned hours at the library service desk, creating instructional objects, teaching instruction sessions, and completing other special projects and tasks as assigned.

### Responsibilities

- Provide reference service through a variety of means to ESU faculty, staff, students and community users. Instruct library users one-on-one on the use of resources for research and curriculum related purposes in a variety of disciplines, including some weekend and night hours.
- Provide instruction through the Libraries' instructional program. Duties include, but are not limited to providing instruction for assigned sections in the English Composition program and select groups such as high school groups.
- Assist with instruction for UL100 – information literacy and instruction.
- Assist with the creation and revision of library instructional materials in a variety of formats.
- Develop appropriate knowledge of print and electronic resources.
- Work on special projects as needed.
- Perform other duties as assigned.

### 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 enroll 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 is waived for full-time graduate students. Graduate assistants work 20 hours per week.

### Application Deadline

June 1<sup>st</sup> for a Fall appointment.

Please complete the online application at <http://www.emporia.edu/grad/graduateassistants/graduate-assistant-application.html> and send cover letter with a resume to:

Yolanda Robinson  
Emporia State University Libraries and Archives  
1 Kellogg Circle  
Campus Box 4051  
Emporia, KS 66801  
[yrobinso@emporia.edu](mailto:yrobinso@emporia.edu)  
(620) 341-5208

## **University Libraries & Archives – Special Collections and Archives**

The Special Collections and Archives Graduate Assistant will participate in the operation of the department, including providing reference service, processing collections to enhance access, planning and installing exhibits, assisting with educational sessions and tours, and other tasks as assigned.

### **Responsibilities**

- Process archival and manuscript collections by applying archival theory and methodology, including arranging materials, performing basic preservation tasks, and creating appropriate descriptive tools and finding aids according to archival standards and best practices.
- Provide reference service to users in Special Collections and Archives, including conducting reference interviews, identifying and retrieving appropriate materials and information to facilitate access to collections, and responding to reference and research inquiries received via e-mail, postal correspondence, telephone, and in person.
- Assist Curator with providing archival literacy and critical thinking instruction to visiting classes and participate in educational programming for K-12 students.
- Develop and install in-house and Web-based exhibits, including researching topic, selecting items, writing text, and installing materials.
- Other duties as assigned.

### **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 July 25.**

**Please send cover letter and resume to:**

**Yolanda Robinson**

**University Libraries & Archives**

**1 Kellogg Circle**

**Campus Box 4051**

**Emporia, KS 66801**

**(620) 341-5208**

**yrobinso@emporia.edu**

## **Marketing and Media Relations**

### **Graduate Assistant**

Responsibilities include assisting the Director of Marketing on projects and tasks, innovative thinking, scheduling, event planning, writing & editing articles, and office work.

### **Qualifications**

Applicants must be willing to think outside the box and come up with creative ideas and solutions. Being able to multitask and stay organized. Experience working with both Macs and PCs. Photoshop skills. Able to help with office work, such as answering phones, making copies, and picking up mail. This is a fun position where you will get to experience many different marketing aspects. From technology use to helping create new marketing campaigns. This is a wonderful learning opportunity for you to grow your marketing skillset.

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

Contracts, subject to availability of funding, normally extended through the academic year. The stipend, paid in 20 bi-weekly installments, will be in the \$7,344 range, depending upon qualifications. All contracts are renewable by mutual consent.

### **Application Deadline**

We would like for the candidate to start Fall semester 2016. Taking applications until position is filled. For further information contact:

**Umair Abbasi**  
**Executive Director of Marketing and Media Relations**  
**Campus Box 4060**  
**Emporia State University**  
**Emporia, KS 66801**  
**(620) 341-5454**

# **Nursing**

## **Librarian Position**

**Statement of Purpose:** In consultation with Emporia State University William Allen White Library, provide the daily overall management of the library, including the library collections, services, instruction and activities. Also oversee the use and maintenance of audiovisual and computer equipment in the library.

## **Essential Duties and Responsibilities**

Create a positive learning environment for the library and the library's computer laboratories.

Assist Department of Nursing faculty and staff in the development of library policies and procedures and assure that the policies and procedures are consistently implemented.

Work with Department Chair and faculty to establish and to meet Department of Nursing Library goals, including any library-related goals in the Department's strategic plan.

Oversee the use and maintenance of audiovisual and the Department of Nursing Library's computer equipment and computer laboratories.

## **Qualifications/Position Requirements**

Qualifications/Position requirements identified below list the skill level, ability and knowledge required to successfully perform the essential duties of the position.

Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions of the position.

**Linda Adams-Wendling**  
**Chair of Department of Nursing**  
**Campus Box 4010**  
**Emporia State University**  
**Emporia, KS 66801**  
**(620) 343-6800 ext 5640**