POSITION ANNOUNCEMENT

POSITION: Student Services Coordinator
     Department of Animal Sciences & Industry
     Kansas State University

CONDITIONS: Full-time, 12 months per year, regular position

SALARY: Commensurate with qualifications and experience

JOB DESCRIPTION: Successful candidate will manage the student services office to support undergraduate education of Animal Sciences and Industry and Food Science and Industry students.

REQUIRED QUALIFICATIONS:

- B.S. degree
- Strong computer skills (including MS Word, Excel, Access, PowerPoint) and webpage editing software
- Strong oral and written communication skills
- Interpersonal skills necessary to work with undergraduate students, parents, faculty, staff and administrators

PREFERRED QUALIFICATIONS:

- Previous experience with student and enrollment procedures including experience with KSIS, DARS, and K-State Online.
- Post-secondary coursework in Animal Science or closely related field.
- Background in agriculture.

APPLICATION PROCEDURE: Applicants should send a letter of application stating how your qualifications and experience meet job requirements, a detailed resume, and the contact information for three references to Dr. Dave Nichols (dnichols@ksu.edu). Refer to “Student Services Coordinator” in the subject line.

APPLICATION DEADLINE: Review of applications begins October 30th, 2015 and continues until position is filled.

KSU is EOE of individuals with disabilities and protected veterans and actively seeks diversity among its employees.
Background check required.