

The College of Business Administration has an opening for TWO part-time student hourly positions. This position will provide assistance to the GENBA166 course and MANGT366 course. This position has an August 21, 2017 start date. This position is in addition to other positions announced by the Student Success Center and Information Technology department.

Duties of this position will consist of the following:

- ❖ GENBA166 duties
 - Conduct 60 minute testing sessions, typically two back-to-back hours or three back-to-back-to-back hours.
 - Become familiar with SimNet (the class simulation software)
 - Pre and post testing administrative duties
 - Monitor email account and interact with GENBA166 students

- ❖ MANGT366 duties
 - Provide in-class hands-on software assistance on Monday, Wednesday or Friday mornings from 8:20-10:20am and/or Tuesday/Thursday mornings from 7:55-9:20am.
 - Record attendance
 - Perform other class related duties as assigned

Qualifications

- ❖ Must have received a grade of A or B in MANGT366 (Information Technology for Business). Students currently enrolled in MANGT366 who are currently receiving a grade of A or B are welcome to apply if permission is granted to contact your instructor regarding your performance in MANGT366 this semester.
- ❖ Must be a College of Business major
- ❖ Must be willing to provide help and assistance to students in GENBA166 and MANGT366
- ❖ Must be dependable and prompt
- ❖ Must have excellent skills using Excel and Access
- ❖ Must be available to work during SOME of the following times
 - Monday, Tuesday, Wednesday and Thursday afternoons/evenings between 2pm and 7:30pm
 - Monday, Wednesday and Friday mornings from 8:15am-10:20am
 - Tuesday and Thursday mornings between 7:55am-9:20am.
 - Friday 11am-1pm

With this being an hourly position, students will be paid based upon the hours scheduled and worked. Flexibility is vital.

Screening for this position will begin in mid-April and will continue until the position is filled. If there are questions regarding this position, please contact Brian Kovar at bkovar@ksu.edu or by stopping by room 3031 in the Business Building.

To be considered for this position, please submit the following materials as part of your application:

- ❖ A cover letter indicating your interest in the position. The cover letter should include why you feel you should be selected for this position, along with the semester that you took MANGT366 and the grade that you received. The cover letter can be an email message.
- ❖ A resume
- ❖ Your class schedule for Fall 2017
- ❖ Other materials that would support your application for this position.

Please send all applications materials to Brian Kovar at bkovar@ksu.edu or bring them to Brian Kovar's office, room 3031 in the Business Building.