

Position Announcement **Kansas State University**

Position:

Coordinator, Center for Risk Management Education and Research, flexible part-time schedule, 12-month position, with benefits.

Date Available: May 2015

Responsibility:

The coordinator will have major responsibility for coordinating and managing all activities of the Center for Risk Management Education and Research (<http://www.k-state.edu/riskmanagement/>). Activities include, but are not limited to:

- Managing communications and relationships with external industry supporters and clientele
- Managing meeting scheduling and notifications for Center activities
- Managing student and alumni records
- Assisting with travel arrangements
- Providing support for seminar and workshop arrangements
- Managing the web site and student profiles and blog
- Preparing and distributing newsletters and other media
- Assist with fundraising
- Maintaining income and expense flow records and account valuations

The Coordinator's activities will include considerable collaborative work with the on-campus center leadership and affiliated faculty members; the K-State Foundation; industry partners; student fellows; and university staff and administration.

The position provides opportunity and incentive for further educational and leadership development, and for administering additional program responsibility.

Required Qualifications:

Bachelor's degree.

Proficiency with MS Word, Excel, PowerPoint, web content management systems, and social media are essential.

Up to date on evolving computer communications and organizational efficiency software. Must be responsive, professional, timely, attentive to detail, well organized, able to make decisions, and be a creative problem solver.

Preferred Qualifications:

Master's degree preferred.

How to apply: Please send the following materials 1) a letter of application summarizing relevant experience, 2) a complete resume; 3) college transcripts; and 4) a list of three references along with their contact information, who may be contacted immediately.

Application material (pdf files preferred) should be sent electronically to: Judy Maberry, judym@ksu.edu, with the subject line Risk Coordinator. Questions and inquiries of interest may be directed to Ted Schroeder, tcs@ksu.edu or 785-532-4488.

Screening of applications begins May 1, 2015.

Kansas State University is an EOE of individuals with disabilities and protected veterans. Background check required. Kansas State University actively seeks diversity among its employees.