Graduate Assistant Positions

Department: General Academic Programs – Aggie Access Learning Communities

Position Title: Graduate Assistant Non-Teaching (5 positions available)

The **Goals** for a graduate assistant in this position are:

1. Learn the mission and operations of this student affairs department.
2. Develop and implement curriculum for a weekly seminar course.
3. Develop and utilize appropriate assessment tools to evaluate student performance.
4. Seek to fulfill and meet the desired learning outcomes through creative and interactive experiences.
5. Translate student learning and student development theory into practice in a reciprocal relationship between coursework and field based experiences.
6. Develop professional demeanor.
7. Participate in professional development opportunities.
8. Promote diversity and further an appreciation for a multicultural perspective.
9. Provide job services for the employing department.

Experiences that a graduate assistant will have in this position (please list):

Aggie Access is a learning community program designed to assist first-year students with their academic and personal transition to Texas A&M University. Students involved in Aggie Access are grouped into small houses of 10-12 students and co-enrolled in two, small Access only courses and an Aggie Access seminar taught by all of the Aggie Access staff, including student mentors. Graduate assistants play a key role in creating and implementing curriculum, supervising student mentors in their duties, and interacting with students on various levels. Below you will find details of Graduate Assistant goals and responsibilities.

Curriculum Development/Seminar Facilitation

- Collaborate with professional staff to create curriculum for weekly one hour seminar course focusing on academic success skills and personal development.
- Implement course curriculum on a weekly basis.
- Utilize methods for student grading and evaluation (may include the development of assessment tools).
- Collaborate with professional staff to create curriculum development sessions for mentor training.
- Meet individually with each seminar student at least once a semester.
- Serve as primary contact for seminar students.
- Maintain a grade book and attendance sheets for seminar course.

Supervision

- Train and oversee mentor facilitation of lab curriculum.
- Lead monthly curriculum meetings for mentors.
- Meet bi-monthly with mentor pairs regarding lab progress and participation.
- Provide regular formal and informal feedback regarding mentor performance.
- Serve as a primary contact for mentors of one community.

Community Development

- Develop and maintain relationships with freshmen, mentors, namesakes, and faculty of Aggie Access Learning Communities.
- Attend and assist in coordination of monthly Community events, including the Access Barbeque, Access on Ice, Dinner and a Movie, Etiquette Dinner, and Luau.
- Coordinate or assist Program Coordinator(s) in coordination and execution of Aggie Access events including, but not limited to, the following:
    - Welcome Retreats in August
    - Spring Break International Trip
    - Spring Break Alternative Trip
    - Parent's Weekend Event
    - New Student Conference Lunches during summer
    - Service and philanthropy projects

Administrative

- Maintain an average 20 hours/week scheduled between the hours of 8:00 am and 5:00 pm. with some evening and weekend work as needed
- Maintain files related to Aggie Access programming and students.
- Attend departmental and staff meetings.
- Meet regularly with supervisor.
- Utilize SIMS (university-wide database) to gather needed information for various reports.
- Assist with special projects which may include:
    - Manage and maintain digital photo library for all events and activities
    - Contribute articles and resources for Aggie Access website
    - Supervise mentor task groups
    - Create publicity and marketing materials
- Other duties as assigned, requested, or delegated

Learning Outcomes that the student may experience in this assistantship:

Primary	Secondary	
☒	☐	Understand and utilize university and student affairs resources
☒	☐	Participate in a variety of collaborative and cooperative experiences to learn the value of teamwork
☒	☐	Develop a mentor relationship with professionals and students
☐	☒	Understand university and organizational politics and utilize them in positive ways
☒	☐	Learn techniques and methods of assessing, designing, and implementing interventions with individuals, groups and organizations
☐	☒	Understand the organization and administration of this student affairs department
☒	☐	Use appropriate assessment, evaluation, and research methodologies for the field of student affairs
☒	☐	Develop critical thinking and decision-making skills
☒	☐	Develop problem-solving skills
☒	☐	Use educational technology and computer software applications (name: MSWord, MSExcel, MSAccess, PageMaker, SIMS, ULead Photo Explorer)
☐	☒	Use conflict mediation skills with individuals and groups

Learning Outcomes, continued

Primary	Secondary	
☒	☐	Develop teamwork skills and the ability to interact successfully within peer and student groups
☒	☐	Develop group facilitation skills
☒	☐	Understand leadership styles of one's self and others and how these styles interact
☒	☐	Work with students and professionals from a variety of backgrounds and lifestyles
☐	☒	Supervise undergraduate students and provide performance feedback
☐	☒	Develop advising skills with individuals and groups of students
☐	☒	Practice the use of appropriate counseling techniques to assist students
☒	☐	Work with a variety of office administration functions (name: student interaction documentation, event planning, electronic communication, etc.)
☒	☐	Develop skills to manage the prioritization of professional and personal responsibilities
☒	☐	Work with event coordination in all aspects of program preparation
☐	☒	Understand personal career management through involvement in professional organizations, professional mentoring and personal evaluation

Salary/Compensation for a ____9 month, __X___ 10 month or __X_ 12 month, 20 hour per week position include:

☒ University Health Insurance (Graduate Assistant insurance package available; majority of cost paid by department after first 90 days)
☒ Salary: _$11.54 / hour_____
☒ Professional Development Budget: $300.00_____
☒ Tuition Waiver (as administered through the Office for Graduate Studies)
☒ Other benefits: work in student affairs capacity
in academic affairs setting____

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