

SAAHE Graduate Assistant Position

Department: Student Activities

Position Title: Graduate Assistant – Extended Orientation, Leadership and Administrative Services

Department Overview: The Department of Student Activities at Texas A&M University is responsible for providing leadership and administrative direction to a comprehensive student activities program which complements and supports the academic mission of the university and enriches the quality of student life. As the central point of contact and training for more than 800 student organizations and the leaders and members of these organizations, the Department of Student Activities is a multifaceted operation dedicated to serving the university community as advocates, advisors, educators, and administrators for students and student groups in order to create and foster leadership and involvement opportunities that will enhance personal, interpersonal, and organizational development.

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

1. To learn the mission and operations of this student affairs department,
2. To translate student learning and student development theory into practice in a reciprocal relationship between coursework and field-based experiences,
3. To develop professional demeanor,
4. To participate in professional development opportunities,
5. To learn to appreciate a multicultural perspective and the value of diversity,
6. To provide job services for the employing department, and
7. To assist with the funding of the student's education.

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

The Graduate Assistant for Extended Orientation, Involvement and Administrative Services will be able to build and enhance personal and professional skills by participating and/or being responsible for the following:

Extended Orientation

- ❖ Serve as a Support Team member for Howdy Camp and T-Camp.
- ❖ Assist in the creation and implementation of a comprehensive training program for multiple extended orientation programs including a regular meeting of the various extended orientation programs.

Advising

- ❖ Assist in student organization advisement of a to be determined organization.
- ❖ Assist in advisement of an extended orientation organization.

Involvement/ Campus Engagement

- ❖ Coordinate and promote the Get Involved campaign, including the get involved window and newsletter.
- ❖ Assist in the development of the department involvement outreach plan.
- ❖ Assist in the marketing efforts for involvement opportunities.
- ❖ Coordinate outreach to students who are not selected for Freshmen Leadership Organizations.

Administrative Services

- ❖ Support student organization recognition process through special assignments and seminar facilitation.
- ❖ Serve on department staff team focusing on recognition process.

Publications

- ❖ Coordinate planning and production of All-University Calendar – annual date book containing university and community program dates – and semester calendars – professionally printed brochure and on-line database.
- ❖ Serve as the designated liaison with corporate entities through advertising sales and development of the All-University Calendar and/or supervise a student assistant working with advertising and development of the All-University Calendar

General

- ❖ Serve as a contributing member of the Department of Student Activities staff.
- ❖ Engage in weekly departmental and advising staff meetings.
- ❖ Written and oral communication through multiple levels of the university organization.
- ❖ Aid in the nurturing and development of individual students and organizations through program presentation/facilitation and individual consultations.

Learning Outcomes that the student may experience in this assistantship:

Primary	Secondary	
X	<input type="checkbox"/>	Understand and utilize university and student affairs resources—through project management of the All-University and semester calendars.
X	<input type="checkbox"/>	Participate in a variety of collaborative and cooperative experiences through the Department of Student Activities to learn the value of teamwork
X	<input type="checkbox"/>	Develop a mentor relationship with professionals and students
X	<input type="checkbox"/>	Understand University and organizational politics and utilize them in positive ways – through specific project assignments.
X	<input type="checkbox"/>	Understand the organization and administration of the Department of Student Activities, a division of the Student Affairs Department.
X	<input type="checkbox"/>	Develop advising skills with individuals and groups of students – accomplished through job responsibilities as secondary advisor of designated recognized student organizations.
X	<input type="checkbox"/>	Practice the use of appropriate counseling techniques to assist students – through student organization advising assignment
X	<input type="checkbox"/>	Work with a variety of office administration functions (email correspondence, written correspondence (i.e. memos, etc.) and meeting facilitation/management)
X	<input type="checkbox"/>	Develop skills to manage the prioritization of professional and personal responsibilities – accomplished through weekly meetings with supervisor and mentorship with department professionals.

Learning Outcomes, continued

Primary Secondary

X	<input type="checkbox"/>	Work with event coordination in all aspects of program preparation – key team member with Leadership Development Programs.
X	<input type="checkbox"/>	Understand personal career management through involvement in professional organizations, professional mentoring and personal evaluation – opportunity to utilize professional development money towards professional organization involvement is encouraged. Mentoring and evaluation is an established expectation with immediate supervisor.
X	<input type="checkbox"/>	Develop critical thinking and decision-making skills
X	<input type="checkbox"/>	Develop problem-solving skills
X	<input type="checkbox"/>	Use educational technology and computer software applications (name: PageMaker, Photoshop, InDesign, File Maker and Microsoft Office)
X	<input type="checkbox"/>	Develop teamwork skills and the ability to interact successfully within peer and student groups
<input type="checkbox"/>	X	Use appropriate assessment, evaluation, and research methodologies for the field of student affairs – relating to program development and assessment.
<input type="checkbox"/>	X	Use conflict mediation skills with individuals and groups
<input type="checkbox"/>	X	Develop group facilitation skills – opportunities to facilitate workshops on a variety of topics such as leadership skills and recognition.
<input type="checkbox"/>	X	Understand leadership styles of one's self and others and how these styles interact – through professional development opportunities and interactions with departmental professional staff.
<input type="checkbox"/>	X	Work with students and professionals from a variety of backgrounds and lifestyles
<input type="checkbox"/>	X	Supervise undergraduate students and provide performance feedback – possibility of supervising a student worker during the project management of the All-University Calendar
<input type="checkbox"/>	X	Learn techniques and methods of assessing, designing, and implementing interventions with individuals, groups and organizations

Salary/Compensation for an 11 month, 20 hour per week position includes:

- University Health Insurance
Salary: \$10.96/ hour
Professional Development Budget: \$400
- Tuition Waiver

Contact Information:

Name: Tina Arthur
Title: Student Development Specialist III – Extended Orientation and
Involvement
Department: Student Activities
Mailing Address: 125 John J Koldus Building
1236 TAMU Student Activities
College Station, TX 77843-1236
Telephone: 979-845-1449
Email address: tarthur@stuact.tamu.edu

December 14, 2008