

SAAHE 2008-2009 Graduate Assistant Positions

Department: Residence Life

Position Title: Graduate Hall Director (GHD) or Assistant Hall Director (AHD)

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):

1. Supervise a staff of 3-5 undergraduate students
2. Serve as an advisor to a student organization (hall council)
3. Participate on a Residence Education committee/team
4. Use conflict resolution, mediation, and judicial adjudication skills
5. Oversee development and facilitation of community building and programming efforts
6. Manage Hall Council and Staff programming budgets
7. Train undergraduate students at the start of and throughout each semester
8. Participate in ongoing professional development training
9. Work with a diverse student population
10. Utilize and further develop organization, time management, creative problem solving, and leadership skills
11. Opportunities for membership in professional organizations
12. Perform facility management duties, including, but not limited to, key and furniture inventories, student billings for damages, and custodial and maintenance related issues

Learning Outcomes that the student may experience in this assistantship:

Primary	Secondary	
X	<input type="checkbox"/>	Participation as a facilitator in an RA (Resident Advisor) class, on a volunteer basis
X	<input type="checkbox"/>	Understand and utilize university and student affairs resources
X	<input type="checkbox"/>	Participate in a variety of collaborative and cooperative experiences
X	<input type="checkbox"/>	Develop a mentor/mentee relationship with students and professionals
<input type="checkbox"/>	X	Understand university and organizational politics and utilize them in positive ways
X	<input type="checkbox"/>	Learn techniques and methods of assessing, designing, and implementing interventions

Learning Outcomes, continued

Primary	Secondary	
<input type="checkbox"/>	X	Use appropriate assessment, evaluation, and research methodologies for the field of student affairs
X	<input type="checkbox"/>	Develop critical thinking, decision-making skills, and problem solving skills
X	<input type="checkbox"/>	Use educational technology and computer software applications (Outlook, Microsoft Word, Microsoft Excel, PowerPoint, departmental housing database, departmental key database, campus Incident Reporting and Tracking System)
X	<input type="checkbox"/>	Use conflict mediation skills with individuals and groups
X	<input type="checkbox"/>	Develop teamwork skills and the ability to interact successfully with peer and student groups
X	<input type="checkbox"/>	Develop group facilitation skills
X	<input type="checkbox"/>	Understand leadership styles and group dynamics
X	<input type="checkbox"/>	Work with students and professionals from a variety of backgrounds and lifestyles
X	<input type="checkbox"/>	Supervise undergraduate students and provide performance feedback
X	<input type="checkbox"/>	Develop advising skills
X	<input type="checkbox"/>	Practice the use of appropriate counseling techniques to assist students
X	<input type="checkbox"/>	Perform a variety of office administration functions (name: weekly/monthly reports, judicial record management, meeting agenda preparation, approval of programs)
X	<input type="checkbox"/>	Work daily with all levels of department staff, interact weekly with Custodial and maintenance staffs
X	<input type="checkbox"/>	Develop professional and personal time management and Prioritization skills
X	<input type="checkbox"/>	Assess risk management concerns as they relate to program and event planning
<input type="checkbox"/>	X	Understand personal career management through involvement in professional organizations, professional mentoring and personal evaluation

Salary/Compensation for a 9 month, 20 hour per week position includes:

- X Salary: \$925-\$983/month
- X Professional Development Budget: \$400 available upon approval
- X University Health Insurance (90 day waiting period)
- X Other benefits: Furnished on-campus apartment with cable, phone, and internet access

Contact Information:

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