

## SAAHE Graduate Assistant Positions

**Department:** MSC & UCC – Student Programs Office

**Position Title:** Graduate Assistant

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. Serve as secondary advisor to Aggies Reaching Out, a subcommittee of MSC LEAD
2. Serve as the secondary advisor to another MSC committee/area based on organizational need which may include, MSC Town Hall, MSC OPAS Education and Outreach, a project within Spring Leadership Trip or Fall Leadership Conference, an MSC Masterplan assignment, or another area as identified by the MSC & UCC Senior Staff
3. Assist in the planning, budgeting, marketing, producing and evaluating programs for student committees to which assigned
4. Participate in an assigned MSC programming council and staff project teams
5. Maintain financial records and budgets and insure students adhere to MSC programming and administrative policies, procedures, and practices
6. Support a philosophy of student development through program planning and production

**Learning Outcomes** that the student may experience in this assistantship:

Primary	Secondary	
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 to learn the value of teamwork
X	<input type="checkbox"/>	Develop a mentor relationship with professionals and students
X	<input type="checkbox"/>	Understand the organization and administration of this student affairs department
X	<input type="checkbox"/>	Use appropriate assessment, evaluation, and research methodologies for the field of student affairs
X	<input type="checkbox"/>	Develop critical thinking and decision-making skills
X	<input type="checkbox"/>	Develop problem-solving skills
X	<input type="checkbox"/>	Use conflict mediation skills with individuals and groups

<b>X</b>	<input type="checkbox"/>	Develop teamwork skills and the ability to interact successfully within peer and student groups
<input type="checkbox"/>	<b>X</b>	Develop group facilitation skills
<b>X</b>	<input type="checkbox"/>	Understand leadership styles of one's self and others and how these styles interact
<b>X</b>	<input type="checkbox"/>	Work with students and professionals from a variety of backgrounds and lifestyles
<b>X</b>	<input type="checkbox"/>	Supervise undergraduate students and provide performance feedback
<b>X</b>	<input type="checkbox"/>	Develop advising skills with individuals and groups of students
<input type="checkbox"/>	<b>X</b>	Practice the use of appropriate assisting student with other concerns impacting their success in the University Community
<input type="checkbox"/>	<b>X</b>	Work with a variety of office administration functions
<b>X</b>	<input type="checkbox"/>	Develop skills to manage the prioritization of professional and personal responsibilities
<b>X</b>	<input type="checkbox"/>	Work with event coordination in all aspects of program preparation
<b>X</b>	<input type="checkbox"/>	Understand personal career management through involvement in professional organizations, professional mentoring and personal evaluation

**Professional Development:**

- The MSC will fund you to attend ACU-I in the spring of 2008
- Local HR presentations or documents available in the MSC professional development library such as the Chronicle of Higher Education, academic or professional journals, periodicals and newsletters
- May apply for additional funding on an as needed basis

**Salary/Compensation** for a 10 month, 20 hour per week position include:

- University Health Insurance
- Salary: \$1200/month
- Tuition Waiver

**Contact Information:**

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