

## **SAAHE Graduate Assistant Positions**

**Department:** Offices of the Dean of Student Life: Office of New Student Programs

**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):

- Serve as the secondary student organization advisor to the Aggie Orientation Leader Program (AOLP).
  - Coordinate and implement in AOLP Exec leadership curricula development and presentations
  - Assist in planning and attend all AOLP Exec and OL Retreats. Drive university vehicle (8-15 passenger van) for AOLP events
  - Assist AOLP Executive Committee members in creation and implementation of their programs during new student orientation sessions and welcome week programs
  - Assist AOLP Execs with recruitment, interviews, and selection of new orientation leaders.
  - Assist AOLP with assessment projects to improve their student organization
- Responsible for creating, editing & publishing the New Aggie News Newsletter, a newsletter for first year students, and other NSP publications
- Assist with Gig 'Em Week: Aggieland's Week of Welcome scheduling, programming, and marketing
- Participate in staff on-call rotation for supervision at New Student Program event including New Student Conferences, and Gig 'Em Week
- Contribute to New Student Conference script development and program preparation
- Serve as a representative on the University-wide New Student Conference Committee and the Gig 'Em Week Committee
- Take advantage of professional development within the Offices of the Dean of Student Life and the Division of Student Affairs

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

Primary Outcomes:

- Understand and utilize university and student affairs resources
- Develop a mentor relationship with professionals and students
- Understand the organization and administration of this student affairs department
- Develop critical thinking and decision-making skills
- Develop problem-solving skills
- Use educational technology and computer software applications (Microsoft Office Suite - Word, Excel, Access, Powerpoint, Outlook, and Adobe products: InDesign DreamWeaver)
- Develop group facilitation skills
- 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
- 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

Secondary Outcomes:

- Participate in a variety of collaborative and cooperative experiences to learn the value of teamwork
- 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
- Use appropriate assessment, evaluation, and research methodologies for the field of student affairs
- Use conflict mediation skills with individuals and groups
- Develop teamwork skills and the ability to interact successfully within peer and student groups
- 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
- Work with a variety of office administration functions (interviewing student assistants, answering phones, etc.)

**Salary/Compensation** for a X 9 month, 20 hour per week position include:

University Health Insurance (90 day waiting period)

Salary: \$11.54/hr (~\$1000/month)

Professional Development: reviewed on individual need/basis

University Health Insurance, subject to University Rules; 60 day waiting period, Graduate Assistant Plan available.

University Tuition Waiver, subject to University Rules

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