

SAAHE 2008-2009 Graduate Assistant Position Office of the Vice President for Student Affairs

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 include:

- Serve as a secondary advisor to the Student Service Fee Advisory Board (SSFAB)
 - Conduct assessment of what student members are learning/have learned about decision making process, budgetary process, group dynamics, the implications their decisions have for the university community, and the impact the process has on their personal development
 - Assist with orientation of new SSFAB members and transitioning of departing board members
- Serve as a member of the Division of Student Affairs Staff Development Team
 - Work with a sub-committee to plan at least one Division program and one Thinker's Digest program
- Assist with the coordination and operations of the SAAHE Interviewing Conference
- Coordinate logistics for the division during the annual National Association of Student Personnel Administrators (NASPA) conference and related conferences with a large division staff presence
 - Plan and organize a Texas A&M reception
 - Put together list of all division staff attending conference and disseminate for travel planning purposes
- Exposure to policy issues and analysis in higher education, particularly Student Affairs
- Exposure to administrative decision making based on foundational research, best practices, and guiding principles in the field
- Work closely with Vice President for Student Affairs, Associate Vice Presidents, Assistant Vice President, Assistant to the Dean of Student Life, and Directors of the division's 15 departments
- Take advantage of professional development opportunities offered throughout 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
- Understand university and organizational politics and utilize them in positive ways
- Develop critical thinking and decision making skills
- Develop problem-solving skills
- Understand leadership styles of one's self and others and how these styles interact
- Develop skills to manage the prioritization of professional and personal responsibilities
- Understand personal career management through involvement in professional organizations, professional mentoring, and personal evaluation
- Work with students and professionals from a variety of backgrounds and lifestyles

Secondary Outcomes:

- Participate in collaborative and cooperative experiences to learn the value of teamwork
- Understand the organization and administration of this student affairs department
- Learn techniques and methods of assessing, designing, and implementing interventions with individuals, groups and organizations
- Develop advising skills with individuals and groups of students
- Work with even coordination in all aspects of program preparation
- Learn design principles and software associated with university publications

Salary/Compensation for a ___X___ 9 month or _____12 month, 20 hours per week position include:

- University Health Insurance
- Salary: \$13.80/hr
- Professional Development Budget: \$1000/yr.
- Other: Tuition Payment for 9 hours/semester

Contact Information:

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