

SAAHE Graduate Assistant Positions

Department: Offices of the Dean of Student Life – Director’s 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):

This position has primary responsibility to the Director’s office and secondary responsibility to New Student Programs. During January and summer New Student Conferences the GA will be an active member of the New Student Programs team, primarily working with parent programs.

Specific duties include:

- Manage the TAMU parent listserv and create monthly message from the Director of Student Life
- Manage the TAMU parent website- <http://parents.tamu.edu>
- Coordinate the Department of Student Life’s participation in resource tables at university events, including New Student Conferences.
- Organize family programs steering committee
- Plan the development and assessment of initiatives for families
- Assist with script development and program preparation for College 101 programs for family members during New Student Conferences
- Assist as needed with New Student Conference activities during the summer.
- Serve as a liaison to constituent groups such as Aggie Moms and Campus Ministers Association
- Manage special projects as assigned by the Associate Director of Student Life
- Advance the philosophy of multiculturalism and actively promote diversity in staffing, programming, and student leadership
- Maintain a flexible schedule; Evening and weekend work and/or travel may be required
- Other duties as assigned

Learning Outcomes that the student may experience in this assistantship:

Primary

- Understand and utilize university and student affairs resources
- 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
- Understand the organization and administration of this student affairs department
- Use appropriate assessment, evaluation, and research methodologies for the field of student affairs
- Develop critical thinking and decision-making skills
- Develop problem-solving skills
- Use educational technology and computer software applications
- Work with students and professionals from a variety of
- Work with a variety of office administration functions
- Understand personal career management through involvement in professional organizations, professional mentoring and personal evaluation

Secondary

- Develop a mentor relationship with professionals and students
- Learn techniques and methods of assessing, designing, and implementing interventions with individuals, groups and organizations (FrontPage and Adobe InDesign)
- 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 backgrounds and lifestyles students
- Develop skills to manage the prioritization of professional and personal responsibilities
- Work with event coordination in all aspects of program preparation

Salary/Compensation 12 months , 20 hour per week position include:

University Health Insurance

Salary: 11.54 an hour (~\$1000 monthly)

Professional Development Budget: \$500/year

Tuition Waiver , subject to University rules

Contact Information:

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