

## SAAHE Graduate Assistant Positions

**Department:** Offices of the Dean of Student Life

**Position Title:** Graduate Assistant for Student Conflict Resolution Services

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):

The GA will assist in the resolution of student conduct cases. Tasks include reviewing reports for potential violations of the *Code of Student Conduct*, meeting with students to resolve cases, and assigning appropriate educational sanctions. In addition, the GA will assist with other duties to support the mission of the office. Some duties may include being trained and serving as an investigator for student organization behavior issues, working with the student mediation program, assisting with the development and promotion of alcohol and drug education programming, facilitating alcohol and/or drug education workshops, and serving as a mentor/coach for students enrolled in the university's Back on TRAC Program. The GA will also participate as a member of Office of the Dean of Student Life task forces and committees as assigned. Other duties and tasks may be assigned based upon department/office needs and student experience expectations.

**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 university and organizational politics and utilize them in positive ways
X	<input type="checkbox"/>	Learn techniques and methods of assessing, designing, and implementing interventions with individuals, groups and organizations
<input type="checkbox"/>	X	Understand the organization and administration of this student affairs department
Primary	Secondary	
X	<input type="checkbox"/>	Use appropriate assessment, evaluation, and research

- methodologies for the field of student affairs
- X            Develop critical thinking and decision-making skills
- X            Develop problem-solving skills
- X            Use educational technology and computer software applications  
(name: IRTS and SIMS)
- X            Use conflict mediation skills with individuals and groups
- X      Develop teamwork skills and the ability to interact successfully  
within peer and student groups
- X            Develop group facilitation skills
- X      Understand leadership styles of one's self and others and how  
these styles interact
- X            Work with students and professionals from a variety of  
backgrounds and lifestyles
- X      Supervise undergraduate students and provide performance  
feedback
- X            Develop advising skills with individuals and groups of students
- X            Practice the use of appropriate counseling techniques to assist  
students
- X            Work with a variety of office administration functions
- X            Develop skills to manage the prioritization of professional and  
personal responsibilities
- X      Work with event coordination in all aspects of program preparation
- X            Understand personal career management through involvement in  
professional organizations, professional mentoring and personal  
evaluation

**Salary/Compensation** for a \_\_X\_\_ 9 month, \_\_\_\_\_ 10 month or \_\_\_\_ 12 month , 20 hour per week position include:

X University Health Insurance

Salary: \_11.54 per hour\_\_\_\_\_

Professional Development Budget: \_\_\_\_\$500\_\_\_\_\_

X Tuition Waiver

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