

SAAHE Graduate Assistant Positions

Department: Student Activities, Leadership and Service Center

Position Title: Graduate Assistant II

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):

- Advise a Student Government Committee as determined by department priorities; currently advises the Aggie Recruitment Committee
- Assist in the implementation of the LeaderShape Institute, including serving as the on-site coordinator for the program and preparing support materials
- Co-coordinate a Social Justice week in the spring semester
- Coordinate an Active Citizenship Day in the fall semester
- Create marketing materials for and co-facilitate the Learning to Lead program
- Participate in weekly departmental staff meetings and developmental opportunities
- Maintain an average 20 hr/week to be negotiated with supervisor. (Some evening and weekend work required.)
- Meet regularly with supervisor
- May have the opportunity to work on a project that has a departmental focus broader than the Leadership and Service Center
- Facilitate / co-facilitate developmental seminars (pre-recognition orientations, organizational development seminars, leadership and/or service-focused workshops / seminars)
- Intake individual volunteers / student leaders for assistance
- Additional duties that may arise as a member of a staff whose focus is on the welfare of student leaders, student organizations, and student development.

Learning Outcomes that the student may experience in this assistantship:

Primary	Secondary	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understand and utilize university and student affairs resources
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Participate in a variety of collaborative and cooperative experiences to learn the value of teamwork
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Develop a mentor relationship with professionals and students
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Understand university and organizational politics and utilize them in positive ways
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Learn techniques and methods of assessing, designing, and implementing interventions with individuals, groups and organizations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understand the organization and administration of this student affairs department
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use appropriate assessment, evaluation, and research methodologies for the field of student affairs
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Develop critical thinking and decision-making skills
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Develop problem-solving skills
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use educational technology and computer software applications (Microsoft Office Suite (Word, Publisher, Excel))
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use conflict mediation skills with individuals and groups
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Develop teamwork skills and the ability to interact successfully within peer and student groups
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Develop group facilitation skills
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understand leadership styles of one's self and others and how these styles interact
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Work with students and professionals from a variety of backgrounds and lifestyles
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Supervise undergraduate students and provide performance feedback
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Develop advising skills with individuals and groups of students
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Practice the use of appropriate counseling techniques to assist students
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Work with a variety of office administration functions (name: _____)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Develop skills to manage the prioritization of professional and personal responsibilities
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Work with event coordination in all aspects of program preparation
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Understand personal career management through involvement in professional organizations, professional mentoring and personal evaluation

Salary/Compensation for a ____9 month, _____ 10 month or ____ 12 month , 20 hour per week position include:

- University Health Insurance
- Salary: \$950.00 per month
- Professional Development Budget: \$400.00 travel budget
- Tuition Waiver

Contact Information:

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