Department: Student Activities: Leadership & Service Center

Position Title: Graduate Assistant II

Experiences that a graduate assistant will have in this position (please list):

- Co-Advise a Student Government Association committee as determined by department priorities; specifically The Big Event.
- Co-Advise a departmentally housed student organization as determined by department priorities; specifically the Freshman Leadership Advisory Council (FLAC).
- Co-compose leadership development programming as determined by department priorities; specifically Student Leader Curriculum, and Student Leader Retreats.
- Facilitate/co-facilitate developmental seminars (leadership and service focused).
- Participate in weekly departmental staff meetings and developmental opportunities.
- Meet weekly with supervisor towards educational an office objectives.
- Assist with office/department objectives and projects as determined by departmental priorities
- Develop marketing to promote services and resources (i.e. brochures, signage, and other publicity efforts).
- Coordinate and implement assessment of Leadership and Service programs as needed.
- Maintain an average 20 hrs./week to be negotiated with supervisor (Some evening and weekend work required).
- 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

Texas A&M University has identified seven outcomes that Masters’ students will achieve by graduation. Listed below are outcomes that will be addressed in this assistantship; each link back to University student learning outcomes. A check in the box in the first column indicates it is a “primary” outcome and the second column indicates a “secondary” outcome.

In this graduate assistantship experience you will:

Master degree program requirements (theories, concepts, principles, and practice, and develop a coherent understanding of the subject matter through synthesis across courses and experiences.)

- [ ] Develop advising skills with individuals and groups of students
- [ ] Practice the use of appropriate helping/counseling techniques to assist students
- [ ] Identify and utilize university and student affairs resources
- [ ] Recognize the organization and administration of this student affairs department

Apply subject matter knowledge in a range of contexts to solve problems and make decisions.

- [ ] Develop critical thinking and decision-making skills
- [ ] Develop problem-solving skills
- [ ] Work with event coordination in all aspects of program preparation

Use a variety of sources and evaluate multiple points of view to analyze and integrate information and to conduct critical, reasoned arguments.

- [ ] Participate in a variety of collaborative and cooperative experiences to learn the value of teamwork
- [ ] Use conflict mediation skills with individuals and groups
- [ ] Work with students and professionals from a variety of backgrounds and lifestyles
- [ ] Identify leadership styles of one’s self and others and how these styles interact

Communicate effectively.

- [ ] Develop oral communication skills through group facilitation and/or the delivery of presentations
- [ ] Develop written communication skills
- [ ] Develop teamwork skills and the ability to interact successfully within peer and student groups
- [ ] Develop a mentor relationship with professionals and students
- [ ] Supervise undergraduate students and provide performance feedback

Use appropriate technologies to communicate, collaborate, conduct research, and solve problems.

- [ ] Use educational technology and computer software applications (name: Microsoft Office)
- [ ] Work with a variety of office administration functions (name: Budgeting and Administration)
Develop clear research plans and conduct valid (data-supported), theoretically consistent, and institutionally appropriate research.

- 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

**Choose ethical courses of action in research and practice.**

- Identify university and organizational politics and utilize them in positive ways
- 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

**Salary/Compensation** for a ☑ 9 month or ☐ 10 month, and typically 20 hour per week position include:

- University Health Insurance
- Salary: $13.29
- Professional Development Budget: $400.00
- Other: _____

**Contact Information:**

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