SAAHE Graduate Assistant Position Description
2020-2021 Academic Calendar Year

Department: Student Activities (Campus Engagement & Traditions)
Position Title: Graduate Assistant

Experiences

General Department Experiences
The Department of Student Activities at Texas A&M University is responsible for providing leadership and administrative direction to a comprehensive student activities program which complements and supports the academic mission of the university and enriches the quality of student life. As the central point of contact and training for more than 1000 student organizations and the leaders and members of these organizations, the Department of Student Activities is a multifaceted operation dedicated to serving the university community as advocates, advisors, educators and administrators for students and student groups in order to create and foster leadership and involvement opportunities that will enhance personal, interpersonal and organizational development.

Within the Department of Student Activities is the Campus Engagement & Traditions Team. This team works collaboratively to facilitate the activities of Student Government Association (SGA), Class Councils/Class Center, and the Texas Aggie Yell Leaders. SGA is home to 13 high-impact committees, 4 commissions and the three branches of government. Each organization within SGA coordinates large scale programs for the university (i.e. The Big Event, Muster, COSGA, Silver Taps, Alternative Spring Break, etc.). This role is largely based around building student-advisor relationships with two SGA Committees, while also enhancing skills in assessment, training, programming, and risk management.

Specific Job Experiences
- Co-Advise COSGA (Conference on Student Government Associations)
- Co-Advise Fish Aides (Student Government Association Freshman Leadership Organization)
- Update and maintain SGA Handbook
- Coordinate biannual New Officer Orientation
- Coordinate SGA Banquet
- Plan, coordinate, and market various SGA Workshops
- Support other CET programs and functions
- Attend team and departmental meetings
- Other duties as assigned

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 counseling techniques to assist students
- Understand and utilize university and student affairs resources
- Understand 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
- Understand leadership styles of one’s self and others and how these styles interact

**Communicate effectively.**

- Develop teamwork skills and the ability to interact successfully within peer and student groups
- Develop a mentor relationship with professionals and students
- Develop group facilitation skills
- 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.
- Work with a variety of office administration functions.

**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.

- Understand 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, ☑ 10 month, or ☐ 12 month, 20 hour per week position include:

- University Health Insurance
- ☑ Salary: $13.29/Hour
- ☑ Professional Development Budget: $400

Contact Information:

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