SAAHE Graduate Assistant Position Description
2020-2021 Academic Calendar Year

Department:  Department of Multicultural Services (http://dms.tamu.edu)

Position Title:  Graduate Assistant – Student Engagement and Leadership Programs

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

1. Learn the mission and operation of the Department of Multicultural Services.
2. Translate student learning and student development theory into practice in a reciprocal relationship between coursework and field-based experiences.
3. Develop a professional demeanor and participate in professional development opportunities.
4. Learn to appreciate a multicultural perspective and the value of diversity.
5. Provide a comprehensive support system including innovative and collaborative programming to enhance the integration, retention, and leadership of underrepresented (Asian Pacific Islander Desi American (APIDA), Black/African American, Hispanic/Latinx students.
7. Have direct responsibility for advising students and student groups, coordinating department programs and assisting in the engagement and development of students.

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 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 (Portfolio, Chronus, etc)
Work with a variety of office administration functions (business operations, marketing, etc)

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, 10 month or 12 month, 20 hour per week position include:

University Health Insurance
Salary: 13,000
Professional Development Budget: 700.00
Other: 

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