Department: Environmental Programs in the College of Geosciences
Position Title: GANT - Academic Advising Assistant

Experiences that a graduate assistant will have in this position (please list):
Provides academic advising to students concerning college and department programs and opportunities. Advises students in areas concerning professional development, academic schedules, degree programs, major options, course schedules, course planning and selection, career and educational goals. Uses COMPASS for student degree audits, test scores, course prerequisites, and maintenance of student data. Will participate in student success initiatives.

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: _____)

Work with a variety of office administration functions (name: _____)

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: $1,800/month

☑ Professional Development Budget: ~$800

☐ Other: _____

**Contact Information:**

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