Department:  Student Activities
Position Title: Graduate Assistant – Extended Orientation

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

The Extended Orientation (EO) Graduate Assistant – Advising, Training, and Development will build and enhance personal and professional skills by participating in and/or being responsible for the following:

Extended Orientation Advising
- Serve as co-advisor for Aggie Transition Camps (ATC).
- Advise members of the ATC student director staff in coordination with the Assistant Director.
- Co-advising the ATC Executive Director and individually advise 2-3 members of the ATC director staff.
- Work with ATC directors to coordinate and facilitate trainings for the directors, chairs, and counselors.
- Provide support, as needed, for ATC conduct and disciplinary procedures.
- Attend and co-advice T-Camp in August and Howdy Camp in January

Extended Orientation Camp Director Curriculum & Training
- Support the implementation of Extended Orientation Camp Director trainings, including presentations and additional support, as needed.
- Coordinate and facilitate aspects of the Extended Orientation Director Curriculum including Camp Conversations and Exit Interviews.
- Coordinate all and facilitate some Director Experience Reflections and discuss general EO Curriculum requirements/processes at the Extended Orientation Leadership Institute.

General
- Serve as a contributing member of the Department of Student Activities staff, including membership on Department-level committees as interest warrants.
- Engage in weekly team meetings and monthly advising and all-staff meetings.
- Written and oral communication through multiple levels of the university organization.
- Aid in the nurturing and development of individual students and organizations through program facilitation and individual consultations.

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: Wordpress)
Work with a variety of office administration functions (name: email, meeting facilitation, website update support)

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 per hour, 20 hours per week
- ☒ Professional Development Budget: $400.00
- ☒ Other: Departmental, team, and organizational apparel along with designated office space with personal computer provided.

**Contact Information:**

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