Graduate Assistant Position Description
2020-2021 Academic Calendar Year

**Department:** MBA Programs Office, Mays Business School

**Position Title:** Graduate Assistant

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

This is a unique opportunity to work in the MBA Programs Office in the Mays Business School. Since this position is primarily in an academic affairs setting, this Graduate Assistant will have the rare perspective of seeing student affairs type work conducted in an academic setting. Interactions involve not only Full-Time MBA students, but administrative staff and deans of Texas A&M’s Mays Business School. This person will support the Full-Time MBA Program by doing the following:

- Conduct all onboarding processes for all Fall Full-Time MBA students (summer, if available).
- Execute 2-week Orientation process for MBA Core (late July, if available).
- Manage eCampus for students/faculty/program staff, including content updates, announcements, and creation of each class group.
- Execute graduation processes and programming for December, including hooding ceremony, graduation dinner, award winners, and cap & gown distribution.
- Co-Advise MBA Association (student government organization).
- Complete administrative tasks such as coordinating travel for student case competitions, processing professional development reimbursements and managing budgets.
- Facilitate directed content and activities during monthly class meetings including topic areas such as class culture, diversity and inclusion, ethics, self-reflection, strengths, and other leadership development or teambuilding exercises.
- Plan and coordinate events such as Student Speaker Series, case competitions, and visiting speakers.
- Supervise student workers (up to 2).
- Assist with normal office duties as needed.

**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.)
  - [X] Develop advising skills with individuals and groups of students
  - [X] 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 Suite, Workday, eCampus, MailChimp)
- Work with a variety of office administration functions (name: travel booking, reimbursement processing, assessment)

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: $13.50
- Professional Development Budget: $500
- Other: Non-resident tuition waiver

**Contact Information:**

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