Graduate Assistant Position Description
2020-2021 Academic Calendar Year

Department: Student Activities – Leadership and Service Center
Position Title: Graduate Assistant I

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

- Assist supervisor in the development and maintenance of The Maroon & White Leadership Fellows & Society certificate program. This includes, but is not limited to, marketing and promotion, program development, capstone project oversight, event planning, trainings, website development, etc.

- Advise a Student Government Association committee as determined by department priorities; typically advises the Gilbert Leadership Conference.

- Develop marketing to promote services and resources (i.e. brochures, signage, other publicity efforts).

- Facilitate/co-facilitate developmental seminars (leadership/service focused).

- Coordinate and implement assessment of Leadership and Service programs as needed.

- Participate in weekly departmental staff meetings and developmental opportunities.

- Maintain an average 20 hrs. /week to be negotiated with supervisor (Some evening and weekend work required).

- Attend some student leader meetings that take place after the 8-5 work day.

- Meet regularly with supervisor and chief student leader of Student Government Association organization.

- Additional duties that may arise as a member of a staff whose focus is on the welfare of student leaders, student organizations, and student development.

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 (name: Microsoft Office)
- ✔   ✔ Work with a variety of office administration functions (name: Budgets)
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: $400.00 Travel Budget
- [ ] Tuition Waiver
- [ ] Other: __________

Contact Information:

Name: Tearney Woodruff, Ph.D.
Title: Student Affairs Coordinator
Department: Student Activities
Mailing Address: 125 John J. Koldus Student Services Bldg., MS 1236, College Station, TX 77843
Telephone: 979-845-8092
Email address: Tearney_woodruff@stuact.tamu.edu

My signature indicates that I accept the position as Graduate Assistant I – Leadership and Service Center as described above in the position description.

__________________________________________________________________________  __________________________________________________________________________
Signature                                                                                                     Date

__________________________________________________________________________
Printed Name