Department: Memorial Student Center
Position Title: Director’s Office Graduate Assistant

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

Development and Marketing-
- Coordinate writing and publishing of The MSC Extra!, the MSC fundraising e-newsletter every semester in the English language.
- Work within donor databases to maintain data integrity, run reports and develop queries. Research historical membership files, constituents and prospective donors.
- Explore opportunities and identify new avenues for fundraising. Research grants and corporate giving.
- Assist with planning and execution of MSC Development events such as tailgates (weekends in the fall for every TAMU home game), fundraising luncheons (2-3 times per year all day) and MSC reunion including reservation, guest list, invitations, RSVPs, payment, contract, and menu selection.
- Assist with implementation of development plan. Advising student committees of marketing and donor communication initiatives.

Trip Coordination and Planning-
- Marketing, fundraising, recruitment, application review, scheduling, leading meetings, professional development training, event planning (including setting reservations, payment, contracts, guest lists, RSVPs, and menu selection), travel arrangements, accommodation arrangements, and risk management.
- Advise students on planning, implementation, marketing, and evaluation of the trip.
- Identify and foster avenues for increased financial and delegate resources.
- Monitor financial development and budget planning.
- Negotiate, develop, and oversee execution of contracts for programming services, facilities and speakers.
- Advise in other matters relevant to the success of the trip.

Administration-
- Provide support for Director’s Office and MSC Development. Special projects as assigned by supervisor.
- Run and refine reports related to former student and donor information through multiple databases in support of committee fundraising efforts.

**Please note that due to changes in staffing around this position that some of the listed duties may change or shift. We are seeking a graduate assistant who is comfortable with ambiguity and shifting priorities.**

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: Qualtrics, Advance, Argos, Emma, Adobe Suite (Photoshop, InDesign, and Illustrator))
Work with a variety of office administration functions (name: Donor Development, Former Student Engagement, Marketing)

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/hour
- Professional Development Budget: $900
- Other: Designated desk, computer, and office space; fed meals at events worked; some department apparel items

**Contact Information:**

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