Department: Memorial Student Center
Position Title: MSC CAMAC Secondary Advisor

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

1. Assist in the advising of MSC CAMAC: A Latinx Programming Board
2. Assist in the planning, budgeting, marketing, producing and evaluating programs
3. Participate in assigned MSC project teams
4. Maintain financial records and budgets and insure students adhere to MSC programming and administrative policies, procedures, and practices
5. Support a philosophy of student development through program planning and production
6. Support the departmental team philosophy and take the lead on assigned areas 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.)

- [ ] 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: ____)

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-Graduate Student Plan
Salary: $13.50/hour
Professional Development Budget: $750 to cover costs associated with attending a professional conference, which may or may not fully cover travel, hotel, and conference registration. This conference choice must be in consultation with and receive the approval of your supervisor prior to committing to attending.

______________________________________________________________
Signature Date