Department:  Student Activities
Position Title:  Graduate Assistant, Student Organization Development and Administration

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

The Graduate Assistant (GA) serves as an active member of the Student Organization Development and Administration (SODA) team, which oversees the recognition and risk management of more than 1100 student organizations, and strives to provide resources, support, and educational opportunities that promote effective decision-making and organizational growth through a comprehensive student organization risk management program. The GA will serve the SODA area in a variety of capacities, with a focus on supporting University constituencies in their use of MaroonLink, Texas A&M’s student organization management platform (a Campus Labs product), while also supporting the work of the area in student organization recognition, risk management, and advising. To this end, the GA will be responsible for the following:

**MaroonLink Support & Administration**
- Maintain daily management, integration, and support of the MaroonLink application in collaboration with SODA and Student Affairs IT (technical) staff
- Respond to MaroonLink Help requests through the ServiceNow application, engaging other support staff as necessary
- Assist in the development and implementation of assessment tools and measures for the services provided by MaroonLink
- Coordinate the development and presentation of MaroonLink workshops and seminars, covering topics such as individual engagement uses, co-curricular transcript utilization, event planning, organizational communication, and form-creation
- Facilitate consultation meetings with student organizations to review their use of MaroonLink and discuss their needs regarding training, resources, and/or integration with current or future processes
- Coordinate the development of MaroonLink marketing and training resources for individual students, student organization leaders and advisors such as handouts, how-to-guides, tutorials, etc.
- Attend MaroonLink Governance Council meetings as requested

**SODA Support & Responsibilities**
- Co-advice a Sponsored Level Recognized Student Organization (RSO)
- Consult with student organization leaders and advisors via email, phone, and personal contact regarding student organization recognition processes, event planning and risk management, and general organization management and leadership strategies
- Conduct risk management reviews of student organization submitted event planning forms for designated student organization categories
- Review New Student Organization (NSO) applications and conduct in-person NSO Review meetings to share resources that encourage organizational success and a proactive risk management culture
- Provide guidance and support to student organization leaders and advisors navigating area processes such as recognition renewals, concessions permitting, and insurance requests
- Assist with the development of resources for student organization leaders and advisors
• Conduct data tracking and assessment in support of SODA team projects and reviews
• Participate in weekly supervisor and SODA Team meetings, monthly department meetings, and other meetings as requested
• Maintain an average work schedule of 20 hours/week (some evening and weekend work required)

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: MaroonLink, STUACT Online, ServiceNow, Microsoft Office)
- Work with a variety of office administration functions (name: scheduling, walk-in questions, marketing, writing reports, producing materials)

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/hour
- Professional Development Budget: $400
- Other: _____

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