Department: Offices of the Dean of Student Life: Office of New Student & Family Programs
Position Title: Graduate Assistant

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

- Co-Supervise Aggie Parent & Family Ambassadors (4 Leads, approximately 20 members). It is the mission of Aggie Parent & Family Ambassadors (APFA) to strengthen the connection between students and families. APFAs introduce Aggie Families to the culture of Texas A&M and encourage families to be involved in the life of their student. APFA strives to have the voices of Aggie Families heard throughout the university through various campus events and family programming.
- Assist with recruitment, selection, and retention of diverse members to serve as Aggie Parent & Family Ambassadors
- Develop intentional leadership curriculum for the Aggie Parent & Family Ambassadors based on assessed needs (i.e. diversity and inclusion, mission statement development, healthy living, giving and receiving feedback)
- Assist planning, marketing, and assessment of family programs including Family Weekend, Parents of the Year programming, and Parent and Family Advisory Council weekend
- Assist and support various programs in the office including: New Student Conferences, Howdy Week, and others as deemed appropriate.
- Assist with overall marketing communications strategy of Parent & Family Programs
- Take advantage of professional development within the Offices of the Dean of Student Life, the Division of Student Affairs, and Texas A&M University.
- Opportunities to take on additional responsibilities related to orientation, transition, and retention programming

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 Suite-Word, Excel, PowerPoint, and Outlook; Adobe InDesign, Illustrator, and Photoshop; Drupal Web Content Management; Wordpres)
Work with a variety of office administration functions (name: interviewing student assistants, answering phones, etc)

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: $13.25/Hour
☒ Professional Development Budget: NSFP covers costs to attend the NODA Annual or Association of Higher Education & Parent Programs Professionals Conference
☐ Tuition Waiver
☒ Other:

- Desk, computer, and office supplies provided for the Graduate Assistant in the Office of New Student & Family Programs
- Professional Development opportunities: opportunities offered monthly through the Division of Student Affairs and the Offices of the Dean of Student Life. Opportunities may be available to attend regional or national conferences related to our programmatic/functional area and affiliated with national organizations. The opportunity may be available for access to funding for memberships with national organizations related to our programmatic/functional area and/or the profession of Student Affairs as a whole
- In addition to Microsoft Office products, access to Adobe software products and intentional guidance on using the products for publications in our office
- The Offices of the Dean of Student Life use the Drupal Content Management System and Wordpress for our websites; this user-friendly system makes it easy to update the websites without any formal web development experience. Graduate Assistants are provided with training necessary to make updates
- Access to microwave/mini-fridge in the NSFP office area in addition to the larger Department break-room which has kitchen equipment

Contact Information:

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