**Department:**  Student Activities – Office of Fraternity & Sorority Life  
**Position Title:** Graduate Assistant I

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

**Education and Training**
- Assist with the coordination and facilitation of educational initiatives such as diversity, equity, and inclusion programming, academic achievement, chapter development, community development, etc.
- Assist with the development and facilitation of hazing prevention, alcohol and other drug prevention, and sexual assault prevention education
- Assist with the coordination and facilitation of community-wide development such as retreats, the Aggie Greek Assembly, and monthly joint-council meetings
- Assist in the development and presentation of workshops, seminars, and trainings covering topics such as member engagement, risk management/reduction, available resources, organizational communication, and OFSL expectations

**Advising**
- Co-advice multiple councils (Collegiate Panhellenic Council, Interfraternity Council, Multicultural Greek Council, and National Pan-Hellenic Council)
- Assist with education and implementation of university, student organization, and council policies
- Assist with the coordination and facilitation of council led programs
- Assist with the coordination of tutoring services during Study Hours with Order of Omega Greek Honor Society
- Chapter coaching and goal setting in correlation to chapter assessment results
- Support the management and review process of the OFSL, MaroonLink, and Department event planning forms

**Assessment**
- Assist in the evaluation, revision and implementation of chapter assessment program (chapter standards program)
- Coordination of specific promotional or assessment based projects and programs targeting the fraternity and sorority community
- Assess and measure programmatic impacts
- Implement data driven results

**General**
- Assist with marketing and promotion of the Aggie Greek community
- Assist with the management of online content via our web page and E-campus communities in collaboration with the Department’s Marketing Manager
- Represent the Office of Fraternity & Sorority Life staff, on Department-level committees as interest warrants
• Coordinate assigned projects and programs based on our Strategic Plan, FSL Excellence Committee, and Departmental Comprehensive Program Review recommendations

Other duties as assigned

**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
- [x] Practice the use of appropriate helping/counseling techniques to assist students
- [x] Identify and utilize university and student affairs resources
- [x] 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.**

- [x] Develop critical thinking and decision-making skills
- [x] Develop problem-solving skills
- [x] 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.**

- [x] Participate in a variety of collaborative and cooperative experiences to learn the value of teamwork
- [x] Use conflict mediation skills with individuals and groups
- [x] Work with students and professionals from a variety of backgrounds and lifestyles
- [x] Identify leadership styles of one’s self and others and how these styles interact

**Communicate effectively.**

- [x] Develop oral communication skills through group facilitation and/or the delivery of presentations
- [x] Develop written communication skills
- [x] Develop teamwork skills and the ability to interact successfully within peer and student groups
- [x] Develop a mentor relationship with professionals and students
- [x] 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: Zoom, Microsoft Office)
- Work with a variety of office administration functions (name: email, meeting facilitation, budget)

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 20 hour per week position include:

- University Health Insurance
- Salary: $13.29 per hour
- Professional Development Budget: $400.00
- Other: **Designated office space with personal computer provided**

**Contact Information:**

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