Graduate Assistant Position Description
2020-2021 Academic Year

Department: Offices of the Dean of Student Life: Student Conduct Office
Position Title: Graduate Assistant

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

The Graduate Assistant (GA) will assist in the resolution of student conduct cases and other office initiatives, services and projects. Tasks include reviewing reports for potential violations of the Code of Student Conduct, meeting with students to resolve cases, and assigning appropriate educational sanctions. In addition, the GA will assist with other duties to support the mission of the office. Some duties may include overseeing students who have been assigned community service hours, facilitating the Ethics & Decision Making workshop, and assisting in the assessment and review of student learning. The GA will also participate as a member of the Offices of the Dean of Student Life task forces and committees as assigned. Other duties and tasks may be assigned based upon department/office needs and student experience expectations.

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: Maxient (student conduct database))
- Work with a variety of office administration functions (name: Reviewing reports/complaints for alleged Student Rule violations, charging cases, answering concerns of stakeholders, 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
- Professional Development Budget: $750
- Tuition Waiver
- Other benefits: ______

Contact Information:

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