

TEXAS STATE

The rising STAR of Texas™

Title: Graduate Research Assistant for Outreach Services
Student Learning Assistance Center (SLAC)

Primary Duties: To coordinate and promote outreach programming for SLAC.

Specific Responsibilities:

- Serve as primary coordinator for all outreach programming for SLAC.
- Coordinate and present educational workshops for student organization leaders and advisors, faculty, and staff.
- Create and implement new academic and educational workshops or outreach opportunities and their necessary materials.
- Represent SLAC at outreach events including New Student and Parent Orientation Browse sessions, Bobcat Days, and other Admissions sponsored outreach events held throughout each year.
- Train SLAC Lab staff to facilitate class visitations as requested by faculty. Coordinate all class visitations and facilitate as needed.
- Oversee inventory and necessary purchase of outreach materials and giveaways
- Maintain official contact data for annual reports.
- Co-coordinate the Texas State Student Academic Support Programs (SASP) Tutor Training Conference each semester.
- Attend SLAC staff meetings and function as a paraprofessional staff member.
- Complete other duties as assigned from the Assistant Director of SLAC.

Hours: Approximately 20 hours per week. Some evenings and weekends.

Qualifications: A bachelor's degree and admission to graduate school at Texas State University-San Marcos required. Candidates must be enrolled in nine hours in an eligible Texas State graduate program each long semester and maintain a 3.0 GPA. Preference will be given to students majoring in Developmental and Adult Education, Education Administration, Interdisciplinary Studies-Student Affairs, Communication Studies, Counseling & Guidance, Professional Counseling, School Psychology, or Business Administration. Work experience or skills with basic office management. Applicant must possess excellent oral and written communication skills and leadership skills. Experience with PC or Mac (Word, Excel, Access, etc.).

Appointment: This appointment is for nine (9) months.

Salary: First year salary is \$1,095/month.

Benefits: All out-of-state students will receive in-state tuition waivers.

To Apply: Submit letter of interest, resumé, and list of three references, including name, address, phone number, and e-mail address for each reference to: Lindley Workman Alyea, Assistant Director, Student Learning Assistance Center, Alkek Library Suite 411, 601 University Drive, Texas State University-San Marcos, San Marcos, TX 78666. Contact SLAC by phone at (512) 245-2515, by fax at (512) 245-3002, or by e-mail at lindley@txstate.edu.