General Description:
The Graduate Assistant for New Student Engagement is a part of the LBJ Student Center – Student Involvement Office, specifically as the secondary advisor of Bobcat Preview. As a part of the Division of Student Affairs, the LBJ Student Center provides programs and services to Texas State, including Bobcat Preview a mandatory orientation program at Texas State. This position is highly collaborative with various partners and stakeholders on-campus that work together to execute Bobcat Preview at the beginning of the Spring and Fall semesters. Some evening and weekend work are required in this assistantship. This GA position reports to the Coordinator for Leadership & New Student Programs.

Job Duties:
- Responsible for advising and coordinating the logistics of bi-annual Bobcat Preview program
- Serve as a secondary advisor for Bobcat Preview
- Contribute to the personal and professional development of Bobcat Preview executive board through one-on-one meetings, managing office hours, officer onboarding, etc.
- Develop relationships and collaborate with community partners and stakeholders to maintain program assessment to ensure program effectiveness
- Oversight of logistics, planning and implementation of Bobcat Preview late-night programming through advising the Program Chair(s)
- Attend and participate in Bobcat Preview events as an advisor to ensure successful program execution and risk management
- Provide educational programs, resources and workshops in the area of Orientation, Transition and Retention for members and executive board
- Aid the Directors in implementation of the Bobcat Preview leadership curriculum for their executive officer team
- Responsible for managing and curating the Facebook page for Bobcat Preview
- Review the budget through monthly reconciliations for Bobcat Preview
- Serve on at least one Student Involvement sub-committee per semester (i.e. Bobcat Trail Planning Committee, Marketing Committee, Professional Development components, etc.).
- Provide support for general office operations and programs hosted by Student Involvement @ LBSC and the LBJ Student Center
- Complete other duties as assigned

Required Qualifications:
- A Bachelor’s degree from an accredited institution of higher education before start date
- Enrollment in a graduate degree program at Texas State University, preference will be given to students enrolled in the Student Affairs in Higher Education program
- Enrollment in nine graduate hours each long semester and maintenance of a 3.0 GPA
- Conditional acceptance into the Graduate College at Texas State University is permissible.
- Willingness to work with diverse populations, faculty, staff, and students
- Demonstrated excellent written, oral, and interpersonal communication skills
• Ability to work collaboratively with a team of professionals
• Strong organizational skills
• Ability to work independently and take initiative
• Ability to maintain an appropriate degree of confidentiality
• Possess basic computer skills

Preferred Qualifications:
• Minimum one-year experience with incoming student programming, retention related initiatives, and/or planning campus activities.
• Experience in implementing and managing large-scale events.

Terms of Employment:
• Start date: June 1
• Average of 20 hours worked per week (unless otherwise approved by department director)
• 12-month appointment with opportunity to renew for a second year. Appointment ending in May of second year (unless discussed with supervisor)
• Available to work evenings and weekends
• Programs may require travel to Texas State University Round Rock campus
• No paid vacation, sick leave, or university-observed holidays
• Position may also require driving the University van and golf cart

Salary
• Monthly stipend received at the beginning of each month
  o Average of $1,317/monthly (first year of employment)
  o Average of $1,377/monthly (second year of employment)

Benefits
• Department-funded professional development funds for conferences and travel
  o $400 first year of employment
  o $500 second year of employment
• Access to workshops provided by Organizational Development and Communications Office
• Access to Bobcat Balance Program & Wellness Program
• Out of State Tuition Waiver for qualifying Out of State/International students
• Insurance options provided by the student insurance plans

Hiring Process
• Candidates must interview with position supervisor

Mission of Student Involvement @ LBJSC
Student Involvement is committed to enriching Bobcats through service, student organizations and activities. We encourage you to get involved. A sense of belonging, a community, an experience.

Hiring Office Contact Information
Brettney Birdwell, M.S.
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