Graduate Assistant Job Description
Graduate Assistant I – Leadership Institute – Dean of Students Office

General Description:
Assist the Leadership Institute in the Dean of Students Office with coordinating a large-scale, multi-tiered, comprehensive leadership development program at Texas State. Primary responsibilities will include researching, planning, implementing and evaluating leadership programs and assisting with Dean of Students/Student Affairs-related projects as assigned. The position will report to the Assistant Dean of Students for Student Development and Leadership Programs, and will be required to work some evenings and weekends according to programming schedule.

Job Duties:
• Assist in the development and implementation of large-scale leadership programs including the capstone program offered in the fall and spring and the Leadership Institute Annual Conference.
• Review and maintenance of a centralized clearinghouse of leadership education and development opportunities at Texas State.
• Assist with the Leadership Workshop Series, Leadership Film Series and other special events conducted by the Leadership Institute.
• Assist in the dissemination and marketing of leadership information through websites, publications, presentations, workshops and experiential activities.
• Assist with the advising of the Student Leadership Board, a chartered student organization.
• Assist with special projects in the Dean of Students Office and the Division of Student Affairs.

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
• Ability to work with, and present to, diverse populations, including faculty, staff, students and alumni
• Evidence of effective written, oral and interpersonal communication skills.

Preferred Qualifications:
• Knowledge of leadership development, social justice, safety issues, and risk management pertaining to students and organizations.
• Demonstrated organizational and administrative skills, including the ability to work independently, take initiative, and meet project deadlines.
• Demonstrated ability in the use of technology, including Microsoft Office Suite & Adobe Creative Suite)
Terms of Employment:

- Average of 20 hours worked per week (unless otherwise approved by department director)
- Start date: August 15 (negotiable)
- 9- or 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

Salary:

- Monthly Stipend received at the beginning of each month
- Average of $1317/monthly (first year of employment)
- Average of $1377/monthly (second year of employment)

Benefits:

- Department-funded professional development funds for conferences and travel ($500 for conference/travel in the first year, $600 for the second year)
- 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

Review of applications and interviews will occur during the Student Affairs in Higher Education Program Interviews, and will continue until the position is filled. Application documents should include a resume, a letter of interest, and three references.

Mission of the Dean of Students Office

The Dean of Students Office provides exemplary student services and opportunities grounded in ethical and moral principles. As a component of Student Affairs, the Dean of Students Office collaborates and shares responsibilities with other members of the university community to enhance student learning and student support success. The department assists, develops and educates students through organizational advising; leadership programs; emergency services; legal services; alcohol and drug intervention efforts; and by responding to student complaints and allegations of student conduct violations.

Mission of the Leadership Institute

The purpose of the Leadership Institute is to bring students together to learn leadership skills, engage in activities that foster ethical behavior, build an inclusive community, demonstrate social responsibility and inspire a commitment to excellence. The Leadership Institute will:

- Serve as a clearinghouse of information regarding leadership opportunities at Texas State.
- Provide a variety of leadership development opportunities within a tiered structure for incoming students, established sophomore/junior leaders and a capstone program for highly experienced junior/senior leaders.
- Collaborate with departments within and outside the Division for Student Affairs to deliver experiential learning opportunities.
Hiring Office Contact Information
Laramie A. McWilliams, Assistant Dean of Students,
Student Development and Leadership Programs
Dean of Students Office, Texas State University
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