Graduate Assistant Job Description
Graduate Assistant - Outreach and Off Campus Student Support

**General Description:** The Graduate Assistant (GA) reports to the Coordinator for Retention Management & Planning at Texas State University. The GA will be an active member of the Retention Management & Planning office and the Division of Student Affairs. This position requires constant contact with students and flexible hours, and occasionally evenings and weekends. The candidate is expected to interact with faculty and staff in order to develop retention programs, provide assistance to departments on retention related initiatives and develop direct/intentional outreach to students on and off campus.

**Job Duties:**
Assist with the coordination and implementation of student outreach initiatives such as Welcome Tents and Retention Quad Outreach

- Coordination and implementation of the Welcome Tents Outreach Program
- Coordination and implementation of Quad and Mall outreach efforts to highlight various departments and services
- Assist with the coordination and implementation of retention initiatives to serve new freshmen living off campus during their first year at Texas State
- Provide direct outreach program to at risk students including those on academic probation
- Support student populations such as first generation, transfer students, first and second-year students
- Conduct assessments on issues related to undergraduate retention including but not limited to focus groups and non-enrolled and non-registered student calling programs and program evaluation
- Assist with the administration of retention programs such as Welcome Bobcats, PAWS Alert, Transfer Student Initiatives, Hispanic and African-American Retention Initiatives
- Assist with the creation and maintenance of marketing materials, social media, and website
- Support outreach programs through departmental functions (New Student Convocation, Leadership programs, New Student Orientation, etc.)
- Assist with the student recognition programs
- Attend Retention Management and Planning Staff para-professional activities including meetings and retreats
- Perform other duties as assigned by the Director, Associate Director, the Coordinator and other full time professionals of Retention Management & Planning

**Required Qualifications:**
- Hold a Bachelor’s Degree from an accredited institution of higher education.
• Pursue a graduate degree in Student Affairs and Higher Education from Texas State or other approved programs
• Student must be enrolled in nine graduate hours each long semester and maintain a 3.0 GPA.
• Ability to work with diverse populations, faculty, staff, and students
• Evidence of effective written and interpersonal communication skills
• Detail-oriented

Preferred Qualifications:
• One-year experience with new student programming, programming for underrepresented students, first generation student program, or retention related initiatives
• Experience working with economically and educationally disadvantaged students
• Demonstrated ability in the use of technology, including Microsoft Office Suite
• Able to multi-task and meet project deadlines

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
• Access to workshops provided by Professional Development 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: (as determined by department)

Mission of the hiring office:
The Retention Management and Planning office develops a diverse and inclusive student population to ensure collegiate success and lifelong learning.

Hiring Office Contact Information:
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