General Description: The Graduate Assistant for Campus Activities is a part of the LBJ Student Center – Student Involvement Office, specifically as a co-advisor for the Student Association for Campus Activities (SACA) programming board. As a part of the Division of Student Affairs, the LBJ Student Center provides programs and services to Texas State. SACA aids in providing outstanding, quality entertainment for the entire student body. The Graduate Assistant (GA) for Campus Activities provides leadership, supervision, and advisement to the SACA Executive Board and membership, particularly as it pertains to the development of programming. The GA must be skilled in multi-tasking and available to work evenings and weekends. This position will participate in professional activities through the regional and national level. This GA position reports to the Coordinator for Campus Activities.

Job Duties:

- Serve as a co-advisor for Student Association for Campus Activities (SACA)
- Advise students during the planning phases of campus events
- Attend and participate in SACA events as an advisor to ensure successful program execution and risk management
- Assist the Coordinator for Campus Activities in event planning for signature programs such as SACA-Ventures
- Assist in recruitment, selection, and training of Executive Board and membership
- Provide educational programs, resources and workshops in the area of Campus Activities for members and executive board
- Compile and maintain data provided through service via iCAT, the co-curricular transcript program
- Responsible for the timely implementation of marketing materials and maintenance of website and social media for SACA
- Collaborate with student marketing officers to develop creative advertising, promotion, and public relation materials for SACA
- Review the budget through monthly reconciliations for SACA
- 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 @ LBJSC 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:
• One year experience with campus activities and/or event planning
• Experience with marketing and promotions

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
Alyssa Clift, M.A.
Coordinator for Campus Activities
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