**General Description:** The Graduate Assistant for Community Service is a part of the LBJ Student Center, Student Involvement Office. As a part of the Division of Student Affairs, the LBJ Student Center provides programs and services to Texas State, specifically as the secondary advisor of Bobcat Build, the largest day of service project at Texas State. This position is highly collaborative with various partners and stakeholders on and off campus that work together to execute Bobcat Build every Spring semester. 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 annual Bobcat Build event
- Serve as a secondary advisor for Bobcat Build
- Develop relationships and collaborate with community partners and stakeholders to identify, assess and serve unmet community needs
- Contribute to the personal and professional development of Bobcat Build executive board through one-on-one meetings, managing office hours, coordinating officer retreats, etc.
- Attend and participate in Bobcat Build events as an advisor to ensure successful program execution and risk management
- Provide training and leadership development to officers and members
- Review the budget through monthly reconciliations for Bobcat Build
- 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
- 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 planning campus activities and/or service-related programs.
- 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
  - Average of $1,317/monthly (first year of employment)
  - Average of $1,377/monthly (second year of employment)

Benefits
- Department-funded professional development funds for conferences and travel
  - $400 first year of employment
  - $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
Brettnay Birdwell, M.S.
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