General Description:
The Graduate Assistant for Student Organizations is a part of the LBJ Student Center – Student Involvement Office, specifically as the secondary advisor of the Student Organizations Council (SOC). As a part of the Division of Student Affairs, the LBJ Student Center provides programs and services to Texas State, SOC has the primary responsibility to coordinate and promote programming for student organization members, their advisors, and to students on campus. This GA position reports to the Assistant Director for Community Standards.

Job Duties:
• Serve as co-advisor for the Student Organizations Council (SOC)
• Assist in the coordination of signature programs and events for student organizations, to include: Student Involvement Fairs, Outreach, Boko Awards, Advisor Appreciation, and Organization Leader Recognition
• Interpret university policies related to student organizations and their functions via risk management training programs
• Process annual student organization registration
• Review the budget through monthly reconciliations for SOC
• Assist with the planning and coordination of Boko Awards, the ceremony celebrating organizations, advisors, and participants of organizations that have displayed excellence and achievement in a variety of areas
• 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 from supervisor

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
• Evidence of effective 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 (experience with word, excel, access, etc.)

Preferred Qualifications:
• Minimum one year experience with student organizations.
• Experience in implementing and managing large-scale events.

Terms of Employment:
• Start date: June 1
• The GA position averages 20 hours 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
• The GA must be skilled in multi-tasking and available to work evenings and weekends.
• Position requires driving the University Van.
• The GA may participate in professional activities at the local, state, and regional level.

Salary
• Monthly salary received at the beginning of each month
  o Average of $1317/monthly (first year of employment)
  o Average of $1377/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
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