Graduate Assistant - Job Description
Graduate Assistant (GA) for Student Diversity and Inclusion

General Description
Responsible for assisting and supporting the Office of Student Diversity and Inclusion (SDI) to meet the needs of underrepresented and first-generation students including students of color, LGBTQIA, veterans, Asian, Pacific Islander, Multiracial, Biracial and Hapa students through programs and retention initiatives.

Job Duties
• Create, coordinate, implement and assess programs and initiatives for Asian, Pacific Islander, Multiracial, Biracial and Hapa students.
• Co-advice registered student organizations for Asian and multiracial/biracial students
• Assist with coordination of SDI programs and retention initiatives including: Unity Welcome, Equality University; Texas State Student Diversity and Inclusion Conference; Social Justice Speaker Series; Con Dolores y Cesar: Si Se Puede Celebration; MLK Commemoration Celebration; Underrepresented Student Advisory Council Meetings; and Graduation Receptions (Veterans, LGBTQIA, and Multicultural).
• Assist SDI with Diversity Connections and Safe Office Programs including Allies, Transgender, Bobcat DREAMer, and Veterans.
• Prepare and maintain calendar of SDI programs and events.
• Prepare budgets for SDI programs and events.
• Advise underrepresented students regarding retention, personal, financial and academic issues.
• Co-advice student organizations and offer logistical support (i.e. planning and coordination) with organizations’ programs and events.
• Promote departmental, divisional and University-wide programs and projects that encourage retention of underrepresented students.
• Evaluate services and write regular reports with appropriate recommendations.
• Conduct event and yearly assessment of programs and activities
• Collect and promote web-based information for underrepresented and first-generation students needing assistance.
• Assist in the planning and coordination of undergraduate and graduate orientations.
• Represent the SDI Office at job fairs, college programs and other promotional events.
• 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 is permissible.
• At least one (1) year experience with new student programming, programming for underrepresented students, first generation student program, and/or retention related initiatives
• Experience working with economically and educationally underrepresented students
• Ability to work with and maintain effective relationships with diverse populations of faculty, staff, students and community members
• Ability to maintain an appropriate degree of confidentiality
• Possess excellent written and communication skills
• Possess excellent computer skills (e.g. MS Word, Excel, Outlook and PowerPoint)
• Exhibit problem-solving and critical thinking skills

Preferred Qualifications
• Knowledge of: word processing, spreadsheet, and desktop publishing software; student development theories and practices; MS Office software; Statistical Package for Social Sciences (SPSS)
• Skill in: creating clear, concise, and grammatically correct emails and reports; interacting courteously with diverse populations; working as a team member; directing the work of undergraduate students; working with individuals and groups; programming; problem solving and decision making; evaluating and assessing programs
• Ability to: read and interpret policies and procedures, instructions, reports, and advertising; prepare budget; manage several complex tasks at one time.
• Display active listening skills and demonstrate culturally appropriate advising, helping or coaching strategies
• Establish rapport with students, groups, colleagues and others and facilitate dialogue
• Know and use referral sources (e.g. other offices, outside agencies) and exhibit referral skills in seeking expert assistance
• Appropriately mentor students

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
• GRA may participate in professional activities at the local, state, and regional level.

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 Office of Student Diversity and Inclusion provides academic, cultural and personal support for underrepresented students for purposes of degree completion and leadership in a culturally diverse and global society.

Hiring Office Contact Information

Jesse Silva, M.A.
Associate Director
Phone: 512.245.22278
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