Graduate Assistant Job Description

Graduate Assistant: Student Staff Selection

General Description

The Graduate Assistant for Student Staff Selection reports to the Assistant Director of Housing and Residential Life for Staff Recruitment and Selection. The individual in this position will play an integral role in the Residential Life and Education unit with the primary goal being support for student staff recruitment and selection efforts. These positions include, but are not limited to Resident Assistants, Desk Assistants, Mail Assistants, Night Cat/Security Assistants and Resource Room Assistants.

The Graduate Assistant will collaborate with Residential Life and Education staff, as well as other DHRL staff where needed, to perform high quality collaboration. The Student Staff Selection Graduate Assistant position will be expected to work 20 hour per week, be enrolled as a full-time graduate student. The primary responsibilities for this position include assisting with the development and implementation of the Student Staff Recruitment and Selection efforts.

---

Job Duties

Assessment

- Assist with the development of an annual recruitment and selection plan by consulting with individuals, teams and committees within Residential Life and Education.
- Assist with the organization, facilitation, and assessment of events that support the recruiting and selection of student staff members.
- Assist in the development of assessment strategies, implementation of assessments, data management, data collection, analysis, and preparing presentations for stakeholders.
  - Solicit feedback from stakeholders, assess results of recruitment process, and prepare reports with recommended changes.
- Designs and implements training/skill building activities related to the student staff selection process.
- Create and manage a student staff selection department/unit calendar.
- Review website content for updated information and ensure correct information is posted.
- Assist with developing a marketing/branding plan for student staff recruitment efforts.
- Develop executive summaries and reports highlighting data from recruitment and selection efforts.
Other department/unit related projects

- Serve as a member of at least one unit/departmental committee.
- Participates in meetings, training, and professional development opportunities as directed.
- Assistance with departmental essential events (i.e. Bobcat days, Move-in, Checkout, etc.).
- Assist with the development and implementation of the Bobcat Residential Experience (Residential Curriculum).
- Other duties as assigned by the Associate Director of Housing & Residential Life or designee.

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.
- Maintain a GPA of 3.0 throughout all employed semesters.
- Possess excellent written and communication skills.
- Possess excellent computer skills (e.g. MS Word, Excel, Outlook and PowerPoint).
- Ability to work with diverse populations of faculty, staff, students and community members.
- Maintain an appropriate degree of confidentiality.
- Exhibit problem-solving and critical thinking skills.
- Ability to speak publicly in large gatherings.

Preferred Qualifications

- Previous experience with assessment.
- 1-2 years of residence hall living experience
- 1-2 years of residence hall working experience (especially as a resident assistant)
- Involvement with student activities and/or organization

Terms of Employment

- Average of 20 hours worked per week (unless otherwise approved by department director)
- Start date: July 6, 2020
- 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 salary received at the beginning of each month
- Average of $975/monthly (first year of employment)
- Average of $1015/monthly (second year of employment)
- One bedroom, one bathroom, furnished apartment in a residence hall
• Cable, Ethernet, and utilities are provided
• Meal plan provided

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
• Reserved parking (must purchase student permit)

Mission of the hiring office

The Department of Housing and Residential Life (DHRL) provides welcoming inclusive living communities for our diverse student population that foster academic success, campus engagement, and personal development.

Hiring Office Contact Information

Eli Trenado
Assistant Director
Phone: 512.245.3705
Email: trenado@txstate.edu