Office of Planning, Assessment, Leadership & Marketing

Graduate Assistant Job Description
Graduate Assistant, Leadership & Programming

General Description:
The Graduate Assistant for Leadership & Programming is a part of the LBJ Student Center Planning, Assessment, Leadership, & Marketing Office (PALM). As a part of the Division of Student Affairs, the LBJ Student Center provides programs and services to Texas State. The GA position provides leadership for the successful execution of specific programs and services.

Job Duties:
Student Employee Development
- Plan and implement LBJ Student Center Student Employee Development program
- Co-Lead Student Employee Advisory Cabinet
- Develop assessments and reports for Student Employee Development program

Information Desk
- Develop assessments and reports for Student Employee Development program
- Supervise Information Desk Student Manager
- Oversee Information Desk staff and training meetings
- Coordinate semester goals for student employees
- Oversee outreach programs at Information Desk
- Collaborate with Student Manager to develop semesterly schedules
- Conduct end of the semester reviews
- Participate in interviewing and hiring for student staff
- Oversee purchasing of Information Desk merchandise
- Collaborate with university partners for outreach efforts (i.e. Bobcat Bounty Food Pantry, Marketing and Promotions for Bobcat Days)

Leadership Programming
- Develop and facilitate Leadership Workshops
- Consult with campus groups on an as-requested basis regarding various leadership issues and develop and present organization leadership experiences that meet established learning outcomes

Recognition Programs
- Manage/supervise all aspects of the Texas State Dean’s List receptions
- Develop selection and awards criteria for the LBJ Civic Leadership Award
- Assist with Boko Awards program as needed
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.
- Applicant must show evidence of effective written and interpersonal communication skills.
- The GA must be able to work with, and present to, diverse populations, including faculty, staff, and students.
- 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:
- Experience working with leadership programs on a university campus
- Demonstrated abilities in campus programming/event management
- Experience advising student staff
- Able to multi-task and meet project deadlines

Terms of Employment:
- Average of 20 hours worked per week (unless otherwise approved by department director)
- Start date: June 1 (negotiable)
- 12-month appointment with opportunity to renew for a second year. Appointment ending upon graduation (unless discussed with supervisor)
- Available to work evenings and weekends
- No paid vacation, sick leave, or university-observed holidays
- The GA must be skilled in multi-tasking
- The GA will 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 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 *(as determined by department)*
Interview during SAHE interview conference, selection and offer made after matching. Position begins June 1.

Mission of the hiring office
The LBJ Student Center enriches the campus community by providing programs, services and facilities that promote inclusion, provide leadership opportunities and enhance student success.

The PALM Office connects students to the LBJ Student Center by implementing engaging programs, serving as a resource for the Texas State community, and creating and facilitating content that enriches the student experience.

Hiring Office Contact Information
Supervisor Name: Lanita Legan

Supervisor Position: Associate Director, LBJ Student Center

Office Phone: 512.245.7267 or 512.245.8295

Email: lh23@txstate.edu