Graduate Assistant Job Description
Graduate Assistant – Outreach, Assessment, and Retention

General Description:
The Outreach, Assessment, and Retention Graduate Assistant in the Office of Disability Services (ODS) reports to the Outreach, Assessment, and Retention Coordinator of Disability Services at Texas State University and is an integral member of the ODS team. The GA serves extensively to assist with outreach effort of the office as well as serves as a student liaison. The position calls for high contact with students and a flexible schedule to assist with the execution of various ODS outreach events. The successful candidate will also be expected to effectively interface with academic departments and other members of the Student Affairs division as the position requires collaboration and networking with Academic Affairs and staff across the institution.

The Outreach, Assessment, and Retention GA will also be responsible for marketing and promotional initiatives, such as the ODS newsletter and event flyers. The GA will also provide educational presentations about ODS services and Disability etiquette to students, faculty and staff. The GA will be partly responsible for creating quality programming related to accessibility to promote awareness of students with disabilities.

Job Duties:
• Assist in ODS outreach events and programming initiatives
• Create marketing and promotional materials for ODS (e.g. Newsletters, Brochures, Flyers)
• Present to students, faculty, and staff about ODS services and topics around Disability Awareness
• Participate in campus outreach in support of partnered departments
• Review, maintain, and update all publications of the Office of Disability Services, including parts of the ODS webpage
• Contribute to the personal and professional development of ODS staff and students
• Oversee planning and development of departmental programming related to accessibility and departmental outreach
• Collaborate with students and staff to execute marketing efforts for ODS outreach efforts through services provided
• Assist with various projects including student-oriented presentations regarding campus resources
• Deliver formal training to and engages in conversations with faculty, staff, and students to promote awareness, sensitivity, and knowledge regarding access for students who receive accommodations
• Assist with assessing ODS outreach programs and activities

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.
• Ability to work with diverse populations, faculty, staff, and students
• Demonstrate 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
• Demonstrate ability in the use of technology, including Microsoft Office Suite
• Ability to work with diverse populations of faculty, staff, students and community members; especially students with disabilities
• Exhibit problem-solving and critical thinking skills
• Ability to present on disability related topics to various audiences

Preferred Qualifications:
• One-year experience with new student programming, programming for underrepresented students, first generation student program, or retention related initiatives
• Experience in advising student organizations
• Experience in working with students or other individuals with disabilities
• Experience with multimedia creations and web design
• Experience working with economically and educationally disadvantaged students
• Able to multi-task and meet project deadlines
• Candidates should demonstrate a strong commitment to higher education and assisting students with disabilities
• Candidates should have a strong commitment to ensuring access to all students
• Candidates should be self-starters and have experience in recruiting and marketing, facilitating with student groups, public speaking, advising, and a clear understanding of the academic process and its relationship to student issues
• Candidate should be a visionary leader possessing excellent organization and communication skills
• Experience with working one on one with students, as well as the ability to navigate in a complex academic setting is highly desirable
• 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 per week. With flexibility to assist at Outreach and special events. (unless otherwise approved by department director)
• Start date: mid-August (negotiable)
• 9- or 12-month appointment with opportunity to renew for a second year. Appointment ending in either early May or early August (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 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, when possible
• 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:
• Submit a letter of interest, resume, and a list of three references, including name, address, phone number, and e-mail for each reference to: Dr. Harlan Ballard, Outreach, Assessment and Retention Coordinator, h_b168@txstate.edu, Office of Disability Services at Texas State University.
• Review of applications will begin immediately, and will continue until position is filled. Applications may be accepted electronically. You may contact the Office of Disability Services at (512) 245-3451 if you have any questions.

Mission and Vision of the Office of Disability Services

Mission
• The mission of the Office of Disability Services is to ensure that students with disabilities have equal access to all university programs and activities. We provide students the opportunity to reach their full potential by coordinating academic accommodations and support services. We help to foster a supportive and inclusive educational environment through an intersectional model that helps build and maintain partnerships across the university community.

Vision
• The Office of Disability Services will strive to become a model program serving students with disabilities in higher education. We are committed to developing a campus community in which individuals with disabilities thrive and participate fully. These individuals will be challenged to become responsible decision-makers, problem solvers and self-advocates with agency in their own education and future. We envision a campus community where all individuals are seen as valued and contributing members of society. Respect for all will encompass everything we do.

Hiring Office Contact Information
Harlan E. Ballard, Ph.D.
Outreach, Assessment and Retention Coordinator/Veteran Liaison/Lecturer
Office of Disability Services
Division of Student Affairs
LBJ Student Center room 5-5.1
Texas State University
San Marcos, TX 78666
h_b168@txstate.edu
Phone (512) 245-3451
Fax (512) 245-3452