Graduate Assistant Job Description
Living-Learning Programs

General Description
The Living-Learning Community (LLC) program provides academically-centered and career-oriented environments primarily for first-year students. The GA for Living-Learning Programs provides procedural and administrative support. The GA contributes to the continued success and future growth of the program and reports directly to an Assistant Director for Residential Life & Education.

Job Duties

Bobcat Residential Experience (35%)
- Plan and coordinate traditional events and annual initiatives for all LLC students such as, but not limited to: Just-in-Time Orientation, LLC Olympics, Group Photos, and End of Year Banquet/Awards Ceremony
- Initiate and plan large-scale events for all LLC students based on need/community response
- Chaperone LLC students attending site visits. (Will include driving a minivan or 12 passenger van.)
- Track, monitor, assess, and evaluate attendance at events for all LLCs. Send reports every other week to all Residence Directors, Resident Assistants, Assistant Directors, Advisors, and Faculty-in-Residence

Living-Learning Community Study Groups (40%)
- Supervise the Study Group Facilitator staff
- Coordinate the staff selection process: create job postings, conduct interviews, make hiring decisions, fill vacancies as needed
- Develop and implement staff training
- Hold regular study group facilitator staff meetings
- Conduct regular performance evaluations
- Coordinate additional academic support initiatives with the Student Learning Assistance Center (SLAC) and The Writing Center
- Collaborate with professors to gain access to TRACS and Canvas sites

Other Administrative Tasks (25%)
- Membership on Department of Housing and Residential Life LLC Committee
• Assist students in co-enrolling for fall courses in the registration lab during New Student Orientation (summer)
• Assist with spring co-enrollment initiatives as necessary
• Participate in Bobcat Days as needed (potentially up to four Saturday mornings per year)
• Assist with annual focus groups for LLC students
• Attend weekly departmental staff meetings and supervisory 1:1s
• Attend various staff trainings
• 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
• 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

Preferred Qualifications
• 1-2 years of residence hall living experience
• 1-2 years of residence hall working experience
• Large-scale programming experience
• Involvement with student activities and/or organizations

Terms of Employment
• Average of 20 hours worked per week (unless otherwise approved by department director)
• Preferred start date: June 1, 2020
• 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
• Local phone, cable, Ethernet, and utilities
Benefits
- Department-funded professional development funds for conferences and travel
- Access to workshops provided by Organizational Development & Communications
- 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

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