Graduate Assistant Job Description
Title IX Graduate Assistant

General Description:
The Title IX Graduate Assistant for the Office of Equity and Inclusion works with all Equity and Inclusion (OEI) staff members and reports to the Deputy Title IX Coordinator. The GA’s primary responsibility is to assist the office by performing duties that relate to Title IX reporting. The GA will conduct research relating to Title IX and campus sexual violence. In this position, you will gain insider knowledge of Title IX practices, as well as prevention practices for campus sexual violence. You will also assist the Title IX Coordinator and Deputy Title IX Coordinator with various projects throughout the semester. In order to perform in this position, you will always need to maintain confidently regarding all correspondence and communications related to the services that are provided in the office.

Job Duties:

- Participate in communication, education, and marketing efforts on campus regarding Title IX by assisting in the development of the Title IX/Intimate Partner and Dating Violence training module for the campus community (including offsite campuses).
- Develop and produce statistical analysis and reports on an ongoing basis by assisting the office in the collection and analysis of data related to Title IX.
- Collaborate with the Administrative Assistant to enhance the unit website by maintaining and updating web pages with relevant content on a regular basis.
- Conduct research in the areas of: evidence-based prevention practices for campus sexual violence, Title IX, relevant training and conference opportunities offered nationally, and the Title IX compliance practices among Sun Belt Conference.
- Attend meetings and trainings
- Maintain confidentiality regarding all correspondence and communications related to services provided in the office and assisting the Title IX Coordinator and Deputy Title IX Coordinator as needed.
- Perform other clerical tasks within the Office of Equity and Access (i.e. answer phones, update Website, schedule meetings).

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 University is permissible.
• 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/desire to work with diverse student organizations and must demonstrate knowledge of diversity, inclusion and social justice

Terms of Employment:
• Average of 20 hours worked per week (unless otherwise approved by department director)
• Start date: August 15 (negotiable)
• 9 month (August through May) appointment with opportunity to renew for a second year. Appointment ending in May of second year (unless discussed with supervisor)
• Available to work week days
• 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 $1085/monthly (first year of employment)
• Average of $1085/monthly (second year of employment)

Benefits
• Department-funded professional development for conferences and travel
• Networking Opportunities
• 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
The Graduate Assistant for this position will be interviewed through the SAHE Program Interview process.

Mission of the hiring office
The Office of Equity and Inclusion is committed to supporting the University’s mission to create and maintain an educational and work environment free from all forms of sexual harassment, sexual discrimination, exploitation and intimidation in which all students, faculty, and staff can learn, work and thrive.

Hiring Office Contact Information
Supervisor Name: Ms. Kendra Wesson
Supervisor Position: Deputy Title IX Coordinator
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