TEXAS STATE
LBJ Student Center

Student Involvement @ LBJSC
Graduate Assistant Job Description
Graduate Assistant – New Student Programs

General Description:
The Graduate Assistant for New Student Programs provides oversight, leadership, and advising support to the orientation and first year programming efforts of Student Involvement. The graduate assistant is primarily responsible for advising Cat Camp, Texas State University's premier extended orientation program.

Job Duties:

- Serve as co-advisor for the planning, coordination and implementation of Cat Camp, ensuring compliance with relevant policies and procedures
- Recruit, train, and develop student directors on leadership, recruitment practices, university policies & procedures, and campus history and traditions.
- Assess the marketing, evaluation, and reporting of learning outcomes
- Contribute to the assessment efforts of Cat Camp and other first year experience programming
- Assist in the management of the Cat Camp website – www.catcamp.txstate.edu
- Develop and implement first year experience programming centered on campus pride and traditions.
- Serve on at least one Student Involvement sub-committee per semester (i.e. Bobcat Trail Planning Committee, Marketing Committee, Boko Awards Planning Committee, Professional Development components, etc.)
- Provide support for general office operations and programs hosted by Student Involvement and the LBJ Student Center, including attendance at meetings and trainings
- Complete 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
- Ability to work with diverse populations, faculty, staff, and students
- Evidence of effective written 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
- Experience with PC (Word, Excel, Access, etc.)

Preferred Qualifications:

- Minimum one year of experience planning campus activities and/or first-year experience programs
- Experience in implementing and managing large-scale events

Terms of Employment:

- Average of 20 hours worked per week (unless otherwise approved by department director)
- Start date: June 1, 2021
- 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
- Position requires driving the University van for programs and services
- The GA may 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:

- 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

Interested applicants will be interviewed during the SAHE interview process in Spring 2021. If an applicant is not selected during that process, the position will be posted in Jobs 4 Cats and applicants will be interviewed on a first come, first serve basis. Interview will be conducted by current supervisor for the position.

Mission of the hiring office

Student Involvement is committed to enriching Bobcats through service, student organizations, and activities.

Hiring Office Contact Information

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