Graduate Assistant Job Description
Graduate Assistant – Brilliant Bobcats and Academic Success Initiatives

General Description:
The Graduate Assistant (GA) has primary responsibility for the development and implementation of strategies to retain students. The GA will be an active member of the Retention Management & Planning office and the Division of Student Affairs. The position includes management of retention programs, assistance to departments with retention related initiatives, and outreach to students. The Academic Success Initiatives GA will report to a Student Development Specialist II.

Job Duties:
• Assist with promotion, coordination, execution, and assessment of Brilliant Bobcats College Success Workshop Series, including managing the online workshops in Canvas
• Provide outreach, support and academic coaching for a caseload of students on academic probation
• Assist with the supervision and development of a group of undergraduate Peer Leaders
• Assist with the administration of the Peer Leader Program to provide additional support to transfer students, including data collection and assessment initiatives, leading group meetings, and designing and facilitating group trainings and retreats
• Provide outreach and connect students to resources through the Positive Action with Students (PAWS) Alert intervention system
• Conduct assessments related to undergraduate retention including but not limited to focus groups, interviews, grade tracking and program evaluation
• Assist with the administration of retention programs such as Welcome Tents, Bobcat Preview, New Student Orientation Family Dinners, Move-In Weekend, New Student Convocation, Family Weekend and other event areas as needed
• Attend Retention Management and Planning Staff para-professional activities including meetings, trainings, retreats, and student affairs staff events
• Perform other duties as assigned by the Director, Associate Director, the Coordinator and other full-time professionals of Retention Management & Planning

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
• Willingness to work with diverse populations, faculty, staff, and students
• Strong attention to detail
• 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
• Demonstrated ability in the use of technology, including Microsoft Office Suite
Preferred Qualifications:

- Technology experience with Learning Management Systems (preferably Canvas) and designing marketing and advertising documents (preferably Adobe Suite/Photoshop, Canva, etc.)
- Experience developing and facilitating presentations to a diverse student population
- One year of experience with programming for at-risk students or retention related initiatives
- Experience working with economically and educationally disadvantaged students
- 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: August 3 (negotiable)
- 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 some evenings and weekends
- 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
- Access to workshops provided by the Organizational Development & Communications office
- 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)

Mission of the hiring office

Retention Management and Planning Office educates and ensures the success of a diverse student population by creating and fostering a safe, welcoming, and engaging community through collaborations throughout the division and campus. The office commits to excellence in the development and delivery of high-quality retention programs and services.

Hiring Office Contact Information

Staci Perez Strauch, M.Ed.
Retention Coordinator
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