TEXAS A&M UNIVERSITY-COMMERCE

Position Title: Graduate Assistant for Department Initiatives
Department: Residential Living and Learning
Reports to: Area Coordinators

PURPOSE OF POSITION:
The Graduate Assistant for Department Initiatives is a part-time, 10 ½ month, live-in position that will gain experience in the areas of recruitment, training, programming, living and learning communities, assessment, and housing operations.

RESPONSIBILITIES:
Specific Responsibilities of Graduate Assistants
• Works with admissions to schedule tours and marketing of tour rooms.
• Develops, implements, and completes assessment for Living & Learning Communities.
• Provides staff workshops and in-service training for student development personnel.
• Provides general administrative support to the central Residential Living and Learning office. This includes planning and facilitating major events and programs.
• Serves as a programming resource for Hall Directors and Resident Assistants through oversight of the RA Resource Room and purchasing supplies.
• Acts as a liaison to other departments and assists in their initiatives as appropriate and approved by the Area Coordinators.
• Support departmental academic initiatives and promotes the academic success of residents through programming and policy enforcement.
• Participates in the Graduate Experience offered through the division of Student Access and Success.

General Responsibilities
• Participate in paraprofessional and professional, selection and training. May also be asked to assist in professional staff recruitment and selection.
• Supervise and evaluate Residential Living and Learning tour guides and student workers.
• Support, communicate, enforce and abide by all University and Department policies and procedures.
• Be knowledgeable of and prepared to implement emergency response and other life safety protocols as outlined by the Department.
• Foster a supportive and challenging inclusive environment through staff selection and training, community programming and contact with staff and students.
• Participates in duty rotation with other Prostaff team members, requiring timely, professional, caring, and confidential response coverage for residents.
• Respond through personal contact with students and staff to resolve problems, answer questions, clarify policy and refer to other agencies.
• Discuss maintenance, custodial, and security issues with appropriate staff in order to ensure that services meet departmental standards.
• Perform other duties consistent with the purpose of the position as assigned.

CONDITIONS OF EMPLOYMENT:
• Must enroll for a minimum of six (6) and not exceed nine (9) credit hours of graduate study each semester the assistantship is in effect.
• Must maintain a minimum Texas A&M University-Commerce cumulative GPA of 3.00.
• May not hold any other assistantship, fellowship, or other employment—including work-study either within or outside the University.
• Appointments are made for an academic year, though staff responsibilities begin in June prior to the fall semester opening of the residence halls and terminate after the spring semester closing of the residence halls in May. Summer employment may be available (contingent upon staffing needs).
• Graduate Assistant may be required to remain on campus during usual academic break periods (i.e. Thanksgiving Break, Winter Break, Spring Break, etc.).
• Reappointment is based upon job performance, evaluation, and continued enrollment in the University.
• This position requires day, evening, and weekend responsibilities.
DEPARTMENTAL, DIVISION, AND PROFESSIONAL COMMITMENTS

The position presents many opportunities to become involved on campus and pursue professional development and interests through committees and campus partnerships. Involvement in student affairs professional regional and/or national associations is also supported and encouraged.

MARGINAL FUNCTIONS:

Marginal Functions will vary with the specific assignment and depend on the particular unit or function for which the person is responsible. Consideration will be given on a case by case basis and reassignment of marginal duties will be made when appropriate. This job description shall include, but is not necessarily limited to, the above duties. May temporarily perform other duties assigned to maintain operations and services. Occasional evening and weekend hours are to be expected and embraced. Required to obtain a TX drivers license and be certified to drive motor pool vehicles within 60 days of start date.

KNOWLEDGE & SKILL REQUIREMENTS:

Must be a full-time graduate student; be able to work effectively with university students and staff; possess creativity, energy, initiative, approachability, flexibility, maturity and strong work ethic; experience with general office duties, administration and organization. Approximately 20 hours per week. Live-in experience as a Resident Assistant at a university is desired.

SUPERVISION OF PERSONNEL:

Supervises tour guides and student workers.

PHYSICAL / MENTAL / ENVIRONMENT:

Physical Demands: Normal office activity of sitting, standing, walking and carrying.

Environment/Hazard demands: Pleasant working conditions, may deliver information across campus in emergencies.

Extreme Ambulatory Requirements: Ability to stand/sit/move with no physical limitations or aids to perform activities. Ability to ascend and descend stairs in building where no elevators are provided or in emergency situations is necessary.

Normal Cognitive Requirements: Ability to learn, remember, and integrate rules, policies, or practices guiding the performance of an activity.

Normal Speech/Communication Requirements: Ability to communicate verbally with supervisors, co-workers and students to gather information and/or explain procedures.

Normal Written Communications Required: Ability to continually record information such as draft correspondence/reports/documents/policies/procedures, conduct interviews and record information, prepare case narratives, or prepare other lengthy documents using handwritten or mechanical means.

Normal or Corrected Reading Vision Required: Ability to read with attention to detail.

Marginal Auditory Requirements: Ability to hear and understand speech on a limited basis with use of amplifying equipment/hearing aids.

Travel Demands: No travel required, may on occasion for activities such as Basic Job Skills Training (BJST) at a centralized center.

Lifting Demands: May lift office equipment and supplies on occasion.

EEO EXEMPT CLASSIFICATION

Under the Fair Labor Standards Act, employers are not required to pay overtime to exempt employees, these include Executive, Administrative and Professional employees. This definition may not coincide with the University definition of Executive, Administrative and Professional.

This position is : ☐ EXECUTIVE ☐ ADMINISTRATIVE ☐ PROFESSIONAL

________________________________________  _________________________
Signature of Employee  Date

________________________________________  _________________________
Signature of Supervisor  Date