

**Texas A&M University-Commerce**  
Sam Rayburn Student Center



**Graduate Assistant for Student Organizations**

**Overview:**

Graduate assistants are valuable members of the Student Activities and Leadership Team at the Sam Rayburn Student Center. The Graduate Assistant for Student Organizations is responsible for developing programs and serving as a resource to approximately 100 student organizations. The graduate assistant meets with individuals and organizations to provide guidance, resources, and foster opportunities for skill development and community building. This individual will have the opportunity to serve on committees, attend personal and professional development activities, and assist with collateral assignments when requested. The graduate assistant will assist with forwarding the mission of the Sam Rayburn Student Center, the Division of Student Access and Success, and Texas A&M University-Commerce. This position is supervised by the Assistant Director of Student Activities and Special Events.

**Responsibilities**

- Meet regularly with the Assistant Director to discuss direction of the program, progress, and concerns
- Assisting in the development of goals and a strategic action plan for the student organization community
- Evaluate and assess the current program and needs of the student organization community
- Serve on the Student Organization Allocation Committee (SOAC)
- Coordinate the Student Organization registration process
- Maintain accurate student organization database and files
- Assist in developing resources and implementing training for student organizations
- Assist in the coordination of student leader workshops (i.e. Risk Management and Parliamentary Procedure)
- Collaborate with other Student Access and Success departments to develop innovative, educational programs
- Meet with student organization faculty/staff advisers as needed and assist in provide resources and training
- Design publications pertaining to student organizations and resources offered by Student Activities and Leadership

**Expectations & Outcomes**

In addition to the responsibilities outlined above, the Graduate Assistant will be expected to:

- Regularly communicate and attend meetings with the Student Activities and Leadership Team
- Serve as a positive role model for students
- Abide by professional standards and ethics
- Develop credible, working relationships with a diverse set of stakeholders
- Apply current issues in higher education and student affairs
- Take initiative for implementing innovative ideas

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- Actively participate in professional associations in higher education specific to individual interests
- Be flexible, open-minded, and maintain a positive attitude
- Set personal and professional goals with a specific action plan
- Be knowledgeable about current issues in higher education and student affairs
- Develop competencies in assessment and evaluation, budgeting, strategic planning, programming, advising students, conflict resolution, and developing policies

### **Compensation:**

The Graduate Assistant for Student Organizations is a 12 month, 20 hours per week position, which will involve some evening and weekend hours. Compensation includes a biweekly stipend. An out-of-state tuition waiver can be obtained by applying through academic programs. For more information regarding compensation, please contact Student Activities and Leadership. Requirements for this position include full-time enrollment in a graduate program at Texas A&M University-Commerce.

### **Applications:**

Interested applicants should submit a cover letter, resume and list of three references to:

Wendy Morgan  
Sam Rayburn Student Center  
P.O. Box 3011  
Commerce, Texas 75429-3011

Applications can also be submitted via e-mail at [wendy\\_morgan@tamu-commerce.edu](mailto:wendy_morgan@tamu-commerce.edu). Questions may also be directed to this address.

For full consideration, applications must be received no later than **July 30, 2010**. For questions or additional information, please call (903) 886-5821. Anticipated start date: **August 23, 2010**.

Texas A&M University-Commerce is a member of the Texas A&M University System and provides a full range of undergraduate and graduate/professional programs. The University has approximately 9,000 students, and roughly 320 Greek Life members. Texas A&M University-Commerce is an equal opportunity, affirmative action employer. Visit our web site at: <http://www.tamu-commerce.edu/srsc>.