

Texas A&M University-Commerce
Sam Rayburn Student Center



Graduate Assistant for Leadership

Overview:

Graduate assistants are valuable members of the Student Activities and Leadership Team at the Sam Rayburn Student Center. The Graduate Assistant for Leadership is responsible for developing programs and serving as a resource to the entire student population. 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 Coordinator of Leadership.

Responsibilities

- Assist in the development and implementation of a multi-year/multi-tier leadership program that encompasses emerging leaders through the senior year experience and beyond
- Assist students in leadership and service opportunities and encourage students to increase their service and development potential
- Support the mission, as well as all policies and procedures of the department and the university
- Promote leadership theory and development to create a civil, just and diverse community
- Actively assist in the development and participate in scheduled staff leadership development sessions and/or retreats
- Meet regularly with the Coordinator of Leadership to discuss direction of the program, progress, and concerns
- Assist in the development of goals and a strategic action plan for the campus community
- Design publications pertaining to leadership and resources offered by the Student Activities and Leadership Office

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
- 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

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- Develop competencies in assessment and evaluation, budgeting, strategic planning, programming, advising students, conflict resolution, and developing policies

Compensation:

The Graduate Assistant for Leadership 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 the Student Activities and Leadership office. 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:

Connie Kercher

Sam Rayburn Student Center

P.O. Box 3011

Commerce, Texas 75429-3011

Applications can also be submitted via e-mail at connie_kercher@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) 886-5793. 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>.