



## Graduate Assistant for Leadership and Student Involvement – University Unions

### OVERVIEW

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#### Our Mission

TCU Leadership & Student Involvement (LSI) maximizes students' potential through individual and community development. LSI houses the Leadership & Experiential Learning, TCU Student Organizations, Office for Community Engagement, Student Activities, and University Unions. The TCU University Unions' mission is to provide programs, services, and facilities that enhance the campus community. The University Unions office is committed to enhancing the student learning experience and campus community through the following:

- Providing an environment that is safe, clean, and accessible to all members of the campus community
- Engaging and developing our student employees by utilizing a leadership and career development approach to student employment through NACE competencies
- Developing campus partnerships through event planning and space allocation

**Graduate Assistants in Leadership & Student Involvement – University Unions** is involved in many aspects of the operation of the Unions, including responsibility for the training and development of 50+ student employees, building relationships with student employees and campus partners, and interfacing with many high-profile campus sponsored events. The graduate assistant can expect to develop a practical working knowledge of leadership and student development theory by supervising student employees and developing their training protocols. This position will interact with various Unions staff members and will develop a working knowledge of facilities management, event planning, and student training practices.

#### RESPONSIBILITIES / OPPORTUNITIES

Graduate students will report to the Associate Director of Events & Engagement, but will consistently work alongside members of the entire University Unions team. Primary responsibilities include:

- Scheduling and coordination of all student employees of the University Unions
- Develop, implement, and assess on-going staff training and student development programs
- Oversee the implementation and enforcement of the Student Employee Handbook
- Encourage staff ownership by developing and facilitating staff teambuilding programs
- Aid in the recruitment, hiring, and on-boarding process of new student employees to the University Unions
- Assist in adding, updating, and maintaining resource documents to enhance student staff experience.

- Assist with the coordination and scheduling of events that are located in the University Unions facilities
- Complete student staff assessment and evaluation
- Provide event support for large scale and high-profile events, as needed.
- Monitors facilities and supervise guests use and event compliance to ensure that a safe environment exists for all guests.
- Build rapport with the University Unions staff, student staff, and campus partners
- Attend weekly meetings of the University Unions staff
- Attend weekly one-on-one meetings with the Associate Director and/or professional staff members
- Other duties as assigned