



STUDENT AFFAIRS

Leadership &
Student Involvement

Graduate Assistant for Leadership & Student Involvement - theCrew

OVERVIEW

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. theCrew, a program area within Student Activities, produces exciting events for students during the week. The organization is comprised of daily student teams, led by a student Team Mentor. A team of student Directors provides administrative support through service opportunities, logistics, marketing, and membership development.

Graduate Assistants in Leadership & Student Involvement – theCrew will have the opportunity to participate in ongoing LSI staff activities, decisions, and professional development. LSI functional areas include first year experience, student activities, university unions, student government association, student organizations, leadership, community engagement, experiential learning, and service learning.

RESPONSIBILITIES / OPPORTUNITIES

Graduate Assistants will assist in the coordination, implementation, and assessment of student development programs consistent with the mission and established learning outcomes of TCU, Student Affairs, and Leadership & Student Involvement. Graduate Assistants can expect to develop a working knowledge of the Campus Activities programming arena through direct advising of students. This position will advise and provide direction to students in the areas of program planning and implementation, leadership development, membership recruitment and retention, budget planning, fiscal management, and day-of-event supervision. Graduate students report to the Assistant Director of Student Activities and will also work with the Activities Coordinator on projects as needed. Primary responsibilities include:

theCrew and Traditional Programs Responsibilities

- a. Advising directors, mentors, and members of theCrew with regular one on ones
- b. Providing staff support at programs sponsored by theCrew
- c. Assisting in designing, planning, and conducting leadership development workshops for student leaders included but not limited to retreats and socials
- d. Attending student organization events, meetings, and programs

Traditional Student Activities Responsibilities

- a. Assisting with large-scale programs including, but not limited to Frogs First, Family Weekend, Homecoming, Christmas Tree Lighting, and Late-Night Breakfast
- b. Helping coordinate the activities and events happening in the Community Commons
- c. Holding regularly scheduled office hours

- d. Attending staff meetings as requested by the Student Activities professional staff
- e. Compiling assessment data for use in quality enhancement and routine office reports
- f. Other duties as assigned