



STUDENT AFFAIRS

Leadership &  
Student Involvement

## GRADUATE ASSISTANT LEADERSHIP & STUDENT INVOLVEMENT AND THECREW

Leadership & Student Involvement is committed to fostering the learning, growth, and development of Graduate Assistants by offering experiences in program planning/execution, assessment, advising, critical thinking and problem solving. Under the supervision of the Assistant Vice Chancellor, the graduate assistant will work directly with professional staff members with the opportunity to supervise undergraduate student leaders, plan and execute student programming, and participate in assessment and program evaluation. The GA will also 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.

### ROLES & RESPONSIBILITIES

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.

#### About theCrew

theCrew 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.

### RESPONSIBILITIES / OPPORTUNITIES

The graduate advisor 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 assistants are encouraged and expected to exercise a high degree of responsibility and proactivity.** This assistantship requires individuals to thrive in a fast-paced environment. The graduate advisor will obtain hands-on experience partnering directly with students to create meaningful leadership and involvement opportunities. **Roles can be changed or adjusted throughout your assistantship.**

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

- 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



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### **HOURS NEEDED**

20 hours per week, to include evenings and weekends.

### **QUALIFICATIONS**

- Must be enrolled in a higher education doctoral or master's program.
- Must possess excellent written and verbal skills.
- Prior experience with programming and assessment preferred.

### **PERFORMANCE EXPECTATIONS**

- Possess strong interpersonal skills: ability to work with parents, administrators, faculty, and staff employees.
- Possess strong organizational skills and be able to multi-task in a fast-paced environment.
- Ability to become familiar with University policies and procedures.
- Strong computer skills and knowledge.
- Continued effort to connect theory to practice.
- Work to advance the University's goal of creating a welcoming and inclusive environment.

### **LEARNING OUTCOMES**

- To demonstrate the ability to create student affairs curriculum and programming.
- To implement both quantitative and qualitative assessment methods.
- To support student leaders in meeting expectations and responsibilities of program execution.
- To recognize office procedures in a Student Affairs setting.
- To understand the mission and goals of Leadership & Student Involvement.