



STUDENT AFFAIRS

Leadership &
Student Involvement

GRADUATE ASSISTANT LEADERSHIP & STUDENT INVOLVEMENT

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.
- Assist in the leadership development and growth of students through recruiting, training, and supporting student leaders/mentors.
- Increase learning strategies to strengthen students' educational experience and encourage life-long learning.
- Collaborate with Leadership & Student Involvement professional staff members to guide and develop undergraduate student leaders.
- Assist programmers in all phases of program assessment and evaluation.
- Opportunity to assist with presentations and trainings related to leadership and student development.
- Other duties as assigned.

HOURS NEEDED

20 hours per week, to include some 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.