



STUDENT  
AFFAIRS

Student Activities

Graduate Assistant for Student Activities  
(Leadership Development and Student Programming Boards)  
(Ten-month position)

## OVERVIEW

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**The mission of Student Activities is to endear students to TCU through irresistible events and experiential leadership opportunities. We want our students to be entertained, be challenged, comforted, and to make connections with other students across the campus. In collaboration with the TCU community, we focus on providing personal and professional development, that complements each student's academic experience.**

The Office of Student Activities is committed to the co-curricular learning, development, and engagement of students by:

- Providing involvement opportunities and resources
- Advising individual students and student organizations
- Promoting active and responsible citizenship
- Developing collaborative campus partnerships

Graduate students in Student Activities are involved in many aspects of the office's work, including taking responsibility for specific projects, having a presence at programs and events, and building relationships with the students, including our programming board theCrew, Student Government Association, and theEnd, TCU's late-night programming initiative.

## GRADUATE LEARNING OUTCOMES

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- Apply student development and leadership theory to practical, outcomes-based programs
- Develop an understanding of multiple functional areas within Student Activities
- Enhance critical thinking, communication, small group facilitation, teamwork, leadership and advising skills
- Develop comprehensive program planning skills through the creation and implementation of events
- Demonstrate active listening, empathy, integrity, and compassion in interactions with others
- Exhibit evaluation and assessment skills developed through programming processes
- Learn how to work as a professional member of a student affairs team

## **RESPONSIBILITIES / OPPORTUNITIES**

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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.

This position requires 20 hours a week, with evening and weekend work.

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:

### **Traditional Programs**

- Advising team mentors and members of programming boards
- Providing staff support at programs
- Providing logistical and event support for events
- Assisting with large-scale programs including, but not limited to Frogs First, Family Weekend, Homecoming, Holiday Tree Lighting, and Late Night Breakfast
- Assisting in designing, planning, and conducting leadership development workshops for student leaders included but not limited to retreats and socials
- Attending student organization events, meetings, and programs
- Holding regularly scheduled office hours
- Attending staff meetings as requested by the Student Activities professional staff
- Compiling assessment data for use in quality enhancement and routine office reports
- Other duties as assigned

### **Minimum Qualifications**

- Ability to perform light to moderate physical activity and provide physical support on-site to student programs
- Will require frequent evening and weekend work

For more information about TCU Student Activities, visit: [studentactivities.tcu.edu](http://studentactivities.tcu.edu)