Graduate Assistant for Leadership and Service – Student Affairs Programs
2015-2016

Classified Job Description

GENERAL DESCRIPTION
The graduate assistant for Leadership and Service in the Office of Student Engagement Programs will assist in coordinating the office’s leadership and service programs. This half time, nine-month position will coordinate service opportunities and leadership development, and serve as a liaison for special event programming for the department and for the Student Affairs Programs division. This position reports to the Assistant Director for Leadership and Service.

ESSENTIAL JOB FUNCTIONS

- Assist with the implementation of the Alternative Breaks program, including recruitment of students, the team selection process, training student team leaders, implementing pre-trip meetings, and serving as a co-advisor on the trip
- Assist with the planning and implementation of The BIG Event
- Work with local non-profit agencies to advertise service opportunities to the student body
- Coordinate the President’s Volunteer Service Award (PVSA) program on campus, including marketing the program and compiling data from submitted timesheets
- Manage the social media component of service programs (Facebook, Twitter, etc.)
- Assist with planning and executing components of Omicron Delta Kappa programming
- Design and distribute department publications for Student Affairs Programs as needed
- Assist in planning student leadership retreats, and attend the retreat as an essential staff member
- Engage in departmental assessment when needed
- Assist with the Student Affairs Programs session and services fair during all Showcase Saturdays or other special showcase events for the university
- Attend weekly departmental meetings with the Assistant Director for Leadership and Service and the Assistant Dean for Student Affairs Programs
- Attend Student Affairs Programs staff and programming meetings
- Other duties as assigned

General Qualifications

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES
Candidate must possess the following skills and abilities, or be able to demonstrate the ability to function within the guidelines and function of the following skills set. The candidate must be able to perform these tasks with or without reasonable accommodations.

- A knowledge of volunteerism and designing a community service project
- Knowledge of national award criteria and programs for service
- Ability to communicate in oral and written form effectively
- Ability to work with students and maintain a knowledge of university policies and procedures that affect his/her students and their participation in programs
- Must have the ability to operate a personal computer with a general understanding of software needed to complete their job
- Good with paperwork and attention to detail work in areas such as eligibility and reporting documents
- High energy level and positive attitude
- Able to work nights and weekends when necessary
EDUCATION
Candidate must possess a Bachelor’s degree from an accredited college or university. Current seniors who are graduating in May 2015 and are accepted into an SFA graduate program are also eligible to apply.

EXPERIENCE AND TRAINING

- Valid driver’s license and qualifies to sit for university van certification
- Certified in First Aid, CPR, and/or QPR
- Interest in and experience with community service
- Interest in and experience in student programming

SAFETY STATEMENT
Stephen F. Austin State University recognizes the potential for accidents in performing job-related tasks. SFASU promotes a safe work environment. Employees will be responsible for completing assigned tasks safely and efficiently. Employee evaluations will include job safety performance.

This position reports to the Assistant Director for Leadership and Service.

For more information, contact:

Molly Moody
Assistant Director for Leadership & Service
P.O. Box 13021, SFA Station
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1. Candidates must complete an application that will consist of the following items:
   a. A Professional Resume (at least 3 references must be included)
   b. A Letter of Application/cover letter
   c. Answers to the following questions (within the letter or separately)
      i. What are your qualifications for this position?
      ii. Describe three things you learned as a student and/or employee that you will be able to apply to the Graduate Assistant role. Please explain the importance and relevance of these three things, and how they will be a benefit to you if selected.
   d. Any other items which you feel describe why you are the best fit for this position.
   e. Please combine these items into a folder. Be creative.
   f. Applications are due to Jamie Bouldin in BPSC 3.303 by 5 p.m. Thursday, April 18.

2. If selected for an interview, you will give a 15 minute formal presentation on the following topic: How are leadership and service programs essential to engaging students and retaining them at SFA? What ideas can you contribute toward our continued efforts to strengthen and improve leadership and service programs? Afterwards, you will be interviewed by a Selection Committee that will include the Assistant Director for Leadership and Service, the current Graduate Assistant for Leadership, Student Affairs Programs staff members, and student leader(s) from the Leadership and Service programming area. You will need to dress professionally and the interview should last approximately 45 minutes.

3. University Qualifications for applicant: To be eligible for an assistantship, an applicant must satisfy University, Graduate School, and departmental requirements. Graduate Assistantships are considered security sensitive positions by the University and criminal histories will be checked. The Graduate School requires the individual to have clear or provisional admission to a graduate program and must complete a minimum of nine credit hours in the fall or spring semester and three semester credit hours in a summer session. Students admitted on probation or as post-baccalaureate students are not eligible for an assistantship. Unless enrolled in the Master of Professional Accountancy (MPAC) program, an Overlap Program student is not eligible for a graduate assistantship.

4. Department Qualifications for applicant: G.P.A (current and cumulative) 3.0 and higher; professional skills, must be knowledgeable in Microsoft office, great communication skills, leadership abilities, must be able to work 20 hours a week beginning mid-August 2013 and with the selection and training of the new GA in late April/early May 2014 (This is a nine-month position), and MUST LOVE SFA. Experience in Student Affairs Programs – Leadership and Service is not required, but will help the candidate be successful.

5. MUST be available to work on the dates attached.

For more information about Leadership and Service programs, please visit www.sfasu.edu/studentaffairs
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Mandatory Dates for 2013-2014

Jack Camp August 14-17, 2013 and/or August 18-21, 2013
Jacks Back Welcome Week Move-in Program August 23-24, 2013
The BIG Event Student Director and Committee Retreats (TBD)
ODK Leadership Conference Saturday, November 9, 2013
ALL Student Affairs Programs staff meetings (meetings are every other week or as necessary)
Showcase Saturdays
  o November 16, 2013
  o February 23, 2014
  o April 6, 2014
MLK Day of Service January 20, 2014
Lumberjack Leadership Academy Workshops and Events (TBD)
Alternative Spring Break March 9-15, 2014
The BIG Event March 22, 2014
ODK Leadership and Service Awards Banquet April 24, 2014
Other dates may be added to this list as event calendars are created or altered.

Please note this is a tentative schedule. A position contract will be signed during the first 30
days of appointment to position.