Graduate Assistant for Engagement, Learning, and Support
The Graduate Assistant for Engagement, Learning, and Support is a live off graduate assistantship open to full time graduate students at Texas A&M University. The position requires the interest in and commitment to working with University faculty and staff, full-time Residence Life professionals, paraprofessional staff, student leadership groups, and student residents in a collaborative effort to promote the academic support and leadership development of Texas A&M University on campus residents.

Graduate Assistants for Engagement, Learning, and Support work with academic and leadership initiatives in Residence Life including, but not limited to, Community Learning Center management, community engagement, campus partner collaboration, and academic event support. The Graduate Assistant is an experienced student supervisor who also has successfully worked in the field of program development, implementation, and evaluation. This role requires decision making related to the operation of the Community Learning Centers & Supplemental Instruction oversight, supervisory duties of the previously mentioned student employees, and facilitation of a student development series for the student employees.

Learning Outcomes
- Program Development
  - Plan, implement and execute leadership and staff development trainings or workshops for multiple audiences.
- Student Learning
  - Effectively gather, distribute, and interpret assessment data in order to make well-rounded decisions for the benefit of student learning.
  - Synthesize information from a variety of sources to problem solve effectively.
- Professionalism
  - Demonstrate role modeling for personal growth and learning by employing practices of goal setting, seeking feedback, and reflection.
- Logistics
  - Facilitate a hiring process for CLC Student Assistants and CLC Student Coordinators.

Qualifications
Required -
- Must be a full-time graduate student in good standing as defined by Texas A&M University. Preference will be given to those pursuing a degree working with college students.
- May choose a 9-month (August – May) or 12-month graduate assistantship experience.
- Required to maintain a minimum cumulative GPA of 3.00 at time of application and throughout term of employment.
- Bachelor's degree required.
- Skills in the areas of: Critical thinking, team building, initiative, and leadership.
- Exhibits excellent communication, organizational, administrative, and interpersonal skills.
- Candidate must possess the ability to adhere to strict deadlines and be self-motivated.
- Available to work a full academic year (August through May).
Preferred –
- At least 1 year of applicable leadership experience at the undergraduate or graduate level (i.e. RA, an active role in a student organization, etc.).
- Formal education related to developing and delivering training workshops and curriculum.
- Experience with event planning and student organization finance structures.
- Experience supervising student desk workers, directly or indirectly.

Responsibilities
In general, the minimum expectations for the Graduate Assistant for Engagement, Learning, and Support position are to work 20 hours per week to at least include the following:

Administrative
- Participates on the departmental committee/team/taskforce as requested; assists with special projects with the approval of your supervisor.
- Meets regularly with supervisor(s).
- Attends any scheduled training pertaining to the Graduate Assistant position.
- Attends scheduled staff/team meetings.
- Assists with Move-In, Howdy Week, Aggieland Info Day, and Aggieland Saturday in support of student leadership groups and the Department of Residence Life as needed.
- Performs other duties as assigned.

Community Learning Centers
- Serves as the primary point of contact for the Community Learning Centers, CLC Student Coordinators, and CLC Senior Student Coordinators.
- Co-supervises up to 4 CLC Senior Student Coordinators in collaboration with the Manager for ASI.
- Completes all responsibilities and expectations of CLC Senior Student Coordinators and CLC Student Coordinators.
- Utilizes critical thinking skills and works independently for extended periods of time, displaying sound judgement and responsible decision making.
- Leads the marketing, recruitment, and selection process of CLC Student Coordinators and CLC Senior Student Coordinators.
- Ensures compliance with all hiring, evaluation, and training paperwork.
- Coordinates semesterly trainings for the CLC Senior Student Coordinators and CLC Student Coordinators in collaboration with the Manager for ASI.
- Conducts regular risk management assessments of the CLC spaces and staff, including but not limited to monitoring egress, observing behavior during fire alarms and severe weather situations, and regularly reviewing emergency protocols with staff.
- Is available to answer questions outside of 8am-5pm business hours.
- Performs other duties as assigned.

Engagement, Learning, & Support
- Assists with the coordination of the Supplemental Instruction program in collaboration with the Academic Success Center.
- Assists in the coordination and implementation of semesterly Study Spectacular events and other area events as needed, such as Dinner with a Prof, Dessert with a Dean, Ask Me Anything, and Engaging Wellness.
- Works with the Manager for ASI to develop and/or enhance additional academic support spaces throughout Department of Residence Life Residence Hall and Apartment facilities, excluding the Corps of Cadets.
- Assists with other Engagement, Learning, & Support area initiatives as needed, such as working with Academic Peer Mentors.

Assessment
- Supports data collection, entry and interpretation as it relates to the leadership team and its initiatives.
- Supports informal assessment of student employees and supervisor as it pertains to student development.
**Risk Management**
- Becomes familiar with and follow all institutional and departmental crisis protocol.

**Departmental Responsibilities**
- Supports diversity by fostering and promoting an environment inclusive to all members of the residence hall/apartment and University communities.
- Adheres to mission, vision, ethics, and values of Department of Residence Life and Texas A&M University.

**Terms of Appointment & Remuneration**
- Initial Appointment for the Graduate Assistant for Engagement, Learning, and Support (Graduate Assistant Non-Teaching) will be for a period of nine months (August – May). Appointments for one semester are discouraged and will be offered only if other qualified applicants are not available for the full academic year. Additionally, the GA for Engagement, Learning, and Support will be required to go through the Employment Renewal Process in order to be considered for employment for the next year.
- The compensation package for this Graduate Assistantship includes a nine month contract for 20 hours per week and up to $1,000 for professional development (pending budget approval). This position is also eligible for participation in the Texas A&M University System employee insurance programs and will qualify for the employer contribution to help offset the cost of insurance the first of the month following a 60-day waiting period from your date of hire. You must make your benefit selections within the first 60-days to avoid being placed in the default insurance plan which is the A&M Care Plan. When you make your selections, you may choose to immediately enroll in a Texas A&M University System sponsored insurance plan, provided you pay the full cost of premiums or you may defer enrollment until your employer contribution date. In order to receive health benefits, graduate students must be enrolled in a minimum of nine hours during each of the fall and spring semesters. In order to maintain benefits eligibility over the summer, the GA for Engagement, Learning, and Support must be expected to return as a full-time student and GA for Engagement, Learning, and Support in the fall.
- The GA for Engagement, Learning, and Support benefits package also includes resident tuition payments for full-time Graduate Students registered for up to 12 hours per fall and spring semester (a total of 24 hours) for those with 9 month contracts beginning in September 1 and ending May 31 each year. For those whose contracts are extended for a full fiscal year fiscal year from September 1 – August 31, a total of 24 hours for Fall, Spring, and Summer semester combined will be available. For those beginning their contract with the spring semester, up to a total of 12 hours for the spring semester and summer semester combined will be available. In order to be eligible to utilize the tuition benefit during the summer semester, you must be in an active employed status with the department of Residence Life. For those who are out of state students, the Department of Residence Life will work with students to submit a waiver in order to qualify for the in state tuition rate. The resident tuition payment benefit is not included for registered graduate students system-wide such as other TAMU campus or agencies. Graduate students terminated for cause will have a pro-rated amount of the tuition payment reversed from the student's account based on the actual number of days worked by the student. The compensation and benefits packages for this position will be pending budget approval.
  - Effective January 1, 2015, an employee may have a potential tax liability for Graduate Tuition Waivers received that exceed $5,250 over the course of a calendar year. Under the Internal Revenue Code Section 127, all Graduate Tuition and Fee Waivers received by an employee in excess of $5,250 in a calendar year is taxable unless an exemption is allowed under the Internal Revenue Code. For more information about taxing these waivers and the exceptions.

**Accountability Policy**
You will be held accountable for your actions or lack thereof, including both positive and negative actions. It is important to follow all rules, policies, and expectations of the position you have accepted. The following policy outlines some, but not all, accountability measures. Additionally, this policy outlines a progressive discipline and accountability model that an
employee would typically follow given some of the examples in this policy. However, the severity of the situation or behavior of the employee may warrant immediate progression to a more severe measure, up to and including termination, without having been provided a lesser measure previously. The severity of the measure will be determined by the supervisor in consultation with the HR Coordinator, if necessary.

NOTES
The supervisor will keep notes on each staff member regarding his or her performance throughout the year. These notes will be used to praise good work, address concerns, and to provide an accurate representation of the employee's performance on the annual evaluation. You may request to see your notes at any point. These notes may be kept in a variety of formats.

WARNING
A Warning may be issued by the supervisor as necessary for violating job responsibilities/expectations and/or policies. This is a reminder which will state the reason for the Warning. Note of this Warning will be documented within your Notes for future reference. Some actions that could result in a Warning include but are not limited to: 1st time being late to a shift or leaving early without approval of the supervisor, 1st time failing to complete job responsibilities during a shift, 1st time having a visitor at the desk without approval, etc.

REPRIMAND
A Reprimand is a memo or form that states the specific inappropriate actions or decisions, will include specific, quantifiable expectations for improved performance, and a specified time period for significant improvement to be made. If no significant improvements are seen within the specified period, Termination or Probation may result. This Reprimand may include a probationary period with the expectation of marked improved performance. A copy of the Reprimand will be provided to you and a copy will be placed in your personnel file. Some actions that could result in a Reprimand include but are not limited to: your 2nd time being late to a shift or leaving early without the approval of the supervisor, your 2nd time having a visitor at the desk without approval, your 1st time missing a shift, repeating behaviors that resulted in a Warning, etc.

PROBATION
A period of time determined by the supervisor based upon the severity of the situation, during which your performance will be monitored for marked improvement. This will include a letter or form provided to you and placed in your personnel file that outlines the specific inappropriate actions or decisions. Some actions that could result in Probation include but are not limited to: your 3rd time being late to a shift or leaving early without the approval of the supervisor, your 3rd time having a visitor at the desk without approval, your 2nd missed shift, repeating behaviors that resulted in a Reprimand, falling below the required GPR, etc.

TERMINATION
Depending on the severity of the issue, Termination typically comes as a final solution after multiple infractions, though it can occur immediately, without any or all of the above actions. Some actions that could result in Termination include but are not limited to: your 4th time being late to a shift or leaving early without the approval of the supervisor, your 3rd missed shift, insubordination while on probation, risking the safety and security of students in the space, inappropriately using keys and/or equipment, repeating behaviors that resulted in Probation, etc.

Employee Name

Employee Signature

Date

Supervisor Signature