Administrative Graduate Assistant
2016-2017

POSITION SUMMARY
The Administrative Graduate Assistant (AGA) is a graduate student staff position within University Housing and Residence Life (UHRL). This is a live-out position (on-campus housing is not provided). The primary responsibility of the AGA is to coordinate and/or lead a variety of projects throughout the academic year. The AGA works an average of 20 hours per week including some evenings and weekends. This is a 12-month position with start and end dates in May or July. The AGA reports directly to the Assistant Director and indirectly to the Director of Residence Life.

POSITION RESPONSIBILITIES
The percentage of time devoted to each area may vary from time to time. Duties and assignments are subject to change at the discretion of the Assistant Director.

Administrative Responsibilities (60 percent, 12 hours)
1. Analyze evaluation data and compile statistical summary reports that circulate within the department and to campus partners.
2. Coordinate, schedule, and facilitate education seminars, including managing registrations and appropriately following-up with students and professional staff.
3. Become proficient in web-based programs used by the department, including but not limited to Qualtrics, WuFoo, and Google Docs.
4. Create and disseminate a monthly department newsletter.
5. Assist in campus-wide and area specific projects as assigned.
6. Attend and participate in area meetings and department meetings.
7. Participate in one-on-one meetings with supervisor.

Student/Community Development (20 percent, 4 hours)
8. Assist in the implementation of campus community programs and Faculty in Residence initiatives.
9. Collaborate with campus resources, including Dining, Academic Services, the Multicultural Center, and Student Involvement, in the hosting of campus-wide programs.
10. Analyze program evaluations and compile effectiveness reports.
11. Advocate for diverse groups of students and personnel.
12. Assist the advisor of Sustained Dialogue in leadership education and program support.

Staff Selection, Training, and Development (15 percent, 3 hours)
13. Assist professional staff with coordinating the annual and mid-year Resident Assistant (RA) staff recruitment and selection process and the departmental Graduate Assistant recruitment and selection process.
14. Assist professional staff with planning and implementing RA and GAC training programs throughout the year.
15. Network and communicate with supervisors, colleagues, student staff, support staff, and students.
16. Facilitate educational workshops or programs for new and/or returning staff at RA spring training, fall training, and/or in-service training.
Pre-Professional and Career Development (5 percent, 1 hour)
17. Participate in department and professional development activities.
18. Attend monthly in-service training.
19. Serve as a member of department committees and task forces.

COMPENSATION AND BENEFITS
The Administrative Graduate Assistant is paid $1224 per month, 20 hours per week. This is a 12-month position, though the AGA is not expected to work on University holidays. The Graduate School administers a “graduate tuition fellowship” for graduate assistants who meet certain assistantship requirements (the AGA position currently meets these requirements). Currently, the fellowship covers both in-state and out-of-state tuition. Please see the Graduate School website for more information about this program: Guidelines for Graduate Tuition Fellowships. Appointments are for one year only. AGAs may only work up to three consecutive years.

REQUIREMENTS AND QUALIFICATIONS
Required Qualifications
1. Must be able to work some evenings and weekends.
2. Must be able to work effectively with diverse university students.
3. Demonstrate strong organizational skills and excellent written and oral communication skills.
4. The AGA must have prior approval from supervisor if/when internships or practicums are scheduled as part of the academic program.
5. The AGA must submit and pass a background check.
6. Preference will be given to candidates who have residence hall leadership experience and/or who are pursuing a graduate degree in higher education, counseling, psychology, or education.

Educational Requirements
The AGA must hold a bachelor’s degree and be enrolled as a full-time graduate student at Auburn University (Auburn, AL) at the time of employment. The AGA may not take more than 9 credit hours per semester. The AGA does not have to be enrolled in academic classes in order to work during the summer semester.

HOW TO APPLY
To apply, submit a cover letter expressing your interest, a resume, and responses to the essay prompts below no later than Monday, March 7, 2016 for priority consideration for the 2016-2017 academic year. Residence Life will interview at Auburn’s Placement for 2016 Graduate Assistants (PGA) program. All interested applicants are encouraged to participate. If you have any questions, please email Area Director Dr. Jessica Koehler at jeh0024@auburn.edu.

Application Essay Prompts
On your TRL application, please submit your responses to the following questions. Use 12-point Times New Roman font, double-spaced and one-inch margins. Limit each response to 200 words.

1. Describe your interest in the AGA position.
2. Describe your experience working in Housing and Residence Life. If you have not worked in Housing and Residence Life, describe your student leadership experience and transferable skills from other employment that would translate to the AGA position.
3. Describe your experience with program assessment and evaluation.
4. Describe your experience working with diverse groups of people.
5. When are you available to start working as an AGA? If you are available in summer, you are not required to be enrolled in summer to work as an AGA.

Revised 1/29/2016