Administrative Graduate Assistant
2015-2016

POSITION SUMMARY

The Administrative Graduate Assistant (AGA) is a graduate student staff position within Residence Life. 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, weekends, and holidays. The AGA reports directly to an Area 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 Area Director and/or the Director.

Administrative Responsibilities (60 percent, 12 hours)
1. Analyze evaluation data and compile statistical summary reports that circulate within the department and throughout Auxiliary Services.
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 Campus Labs and Google Docs.
4. Assist in campus-wide and area specific projects as assigned.
5. Attend and participate in area meetings and department meetings.
6. Participate in one-on-one meetings with supervisor.

Student/Community Development (20 percent, 4 hours)
7. Assist in the implementation of campus community programs and Resident Assistant (RA) initiatives.
8. Collaborate with campus resources, including Dining, Academic Services, Multicultural Center, and Student Involvement, in the hosting of campus-wide programs.
9. Analyze program evaluations and compile effectiveness reports.
10. Advocate for diverse groups of students and personnel.

Staff Selection, Training, and Development (15 percent, 3 hours)
11. Assist professional staff with coordinating the annual and mid-year Resident Assistant (RA) staff recruitment and selection process and the Graduate Area Coordinator (GAC) recruitment selection process.
12. Assist professional staff with coordinating RA and GAC training programs throughout the year.
13. Network and communicate with supervisors, colleagues, student staff, support staff, and students.
14. 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)
15. Participate in department and professional development activities.
16. Attend monthly in-service training.
17. Serve as a member of department committees and task forces.

Compensation and Benefits
The Administrative Graduate Assistant (AGA) is paid $1224 per month (fall and spring only) based on 10 months of work, 20 hours per week from July 20, 2015 to May 20, 2016. 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. Limited summer employment maybe available.

Requirements and Qualifications
1. 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.
2. Must be able to work some evenings, weekends, and holidays.
3. Must be able to work effectively with diverse university students.
4. Demonstrate strong organizational skills and excellent written and oral communication skills.
5. The AGA must have prior approval from supervisor if/when internships or practicums are scheduled as part of the academic program.
6. The AGA must submit and pass a background check.

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 actual employment. Students who plan to carry more than 12 hours must have prior approval of their supervisor.

How to Apply
To apply submit a cover letter expressing your interest, a resume, and responses to the essay prompts below no later than Friday, February 20, 2015 for priority consideration for the 2015-2016 academic year. Residence Life will interview at Auburn’s Placement for 2015 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:
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 Residence Life. If you have not worked in Residence Life, describe your experience with student leadership and transferable skills from other employment that would translate into working in Residence Life.
3. Describe your experience with program assessment and evaluation.
4. Describe your experience working with diverse groups of people.

1/8/2015