

**DEPARTMENT OF CAMPUS LIFE**  
**Oklahoma State University**  
**Graduate Teaching Assistant - Campus Life**  
**Job Description**

**Responsibilities:**

- Assist Departmental staff in teaching of freshmen orientation courses
- Teach CampusLink/student involvement component of freshmen orientation courses.
- Coordinate Student Development Transcript program, including overseeing on-line data entry development, promotion/marketing of program, daily data entry, verification of information, expansion of program, etc.
- Coordinate CampusLink training, including developing and producing workshops, record keeping and marketing.
- Assist Department in research activities related to student organizations, including assessing retention and gpa related to co-curricular involvement.
- Assist Department in upkeep of student organization database, coordination of President and Advisor's workshop each fall, and other programs as necessary.

**Reporting Relationship:**

- The individual selected as the Graduate Assistant - Campus Life shall report to the Coordinator, Non-Traditional Student Services.

**Length of Assistantship:**

- The assistantship shall be for 12 months with opportunity of a second term, if agreeable to both the Graduate Assistant and the Director of Campus Life.

**Compensation:**

- The compensation for this position shall be \$1100 per month for 20 hours per week.
- Out of State portion of Tuition may be waived if the candidate qualifies
- Up to 6 hours of in-state tuition waived
- Optional health insurance program

**Qualifications:**

- Qualifications for this position include admission to a Graduate Program at Oklahoma State University.
- Preference will be given to those students pursuing advanced degrees in Higher Education Administration, College Student Development, Occupational and Adult Education, Psychology, Counseling, Sociology, Business Admin. or other appropriate field of study.
- Good oral and written communication skills as well as ability to relate to diverse populations are required for this position.
- Experience in Student Activities/Campus Life (especially with co-curricular programming) and research activities preferred.