

**OFF CAMPUS STUDENT ASSOCIATION  
Oklahoma State University  
Graduate Teaching Assistant - Renter's Advisory Council  
Job Description**

**Responsibilities:**

- Assist Coordinator of Non-Traditional Student Services with instruction of freshmen orientation course and/or Leadership Development staff with leadership minor courses/leadership development courses.
- Coordinate the Renter's Advisory Council program of the Off Campus Student Association including:
  - a. conducting training sessions for RAC Counselors;
  - b. individual counseling with students, faculty, staff and Stillwater community members concerning landlord/tenant related problems (rent, roommate disputes, etc.);
  - c. annual publication of off campus housing guide;
  - d. planning and execution of the annual Renter's Fair;
  - e. planning and execution of the annual Renter's Workshop;
  - f. represent OCSA as appropriate on community boards/committees or special meetings dealing with off campus student issues.
  - g. support OCSA endeavors, including contributing community outreach initiative ideas;
  - h. work on any new projects that may be revealed during the course of the position
  - i. establish a good working relationship w/City officials, University personnel, OCSA members, and OCSA secretary

**Reporting Relationship:**

- The individual selected as the Renter's Advisory Council Director shall report to the Coordinator of Non-Traditional Student Services.

**Length of Assistantship:**

- The assistantship shall be for 12 months with the opportunity to renew, if agreeable to both the Graduate Assistant and the Off Campus Student Association.

**Compensation:**

- The compensation for this position shall be \$1100 per month for 12 months/20 hours/week plus a parking permit for the Student Union Parking Garage.
- Out of State portion of tuition waived if candidate qualifies
- Up to 6 hours of in-state tuition waived
- Optional Health Insurance Plan

**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, or other appropriate field of study.
- Good oral and written communication skills as well as ability to relate to diverse populations are required.
- Experience with landlord/tenant issues preferred.
- Applicant must be highly self motivated and able to work independently