

DEPARTMENT OF CAMPUS LIFE
Oklahoma State University
Graduate Teaching Assistant- Student Union Programs – Programming
Job Description
Anticipated opening, pending 2011-12 funding

Responsibilities:

- Assist Campus Life staff with instruction of freshmen orientation courses or Leadership Development staff with leadership minor courses/leadership development courses.
- Co-Advise and assist with the functions and events of the Student Union Activities Board Executive Committee to include:
 - a. Ensure that all committee members' tasks are in order and completed in a prompt manner.
 - b. Keep the Master Event Book current regarding any tasks attempted by the President, Vice President, Treasurer, Membership Coordinator, and Marketing Chair.
 - c. Attend a variety of events.
 - d. Work as the advisor to the group on Thursday, Friday, and Saturday evenings during programs when the SUAB advisor is not present.
- Assist the Coordinator of Student Union Programs with the necessary functions to keep the department running on a daily and semesterly basis to include:
 - a. Maintain a record of expenses on Excel
 - b. Record program evaluation responses
 - c. Keep a record of program attendance on Excel
 - d. Processing contracts

Reporting Relationship:

- The individual selected for Graduate Assistant – Student Union Programs will report to the Coordinator of Student Union Programs.

Length of Assistantship:

- The assistantship shall be for 12 months with the opportunity of a second term, if agreeable to both the Graduate Assistant and the Coordinator of Student Union Programs.

Compensation:

- The compensation for this position shall be \$1100 per month for a 12 month appointment, working a minimum of 20 hours per week.
- Out of State portion of tuition waived for qualified candidates
- Up to 6 hours of in-state tuition waived
- Optional Health Insurance available

Qualifications:

Qualifications for this position include (1) admission to a Graduate Program at Oklahoma State University, (2) the ability to multitask efficiently, (3) the desire to present programs to the students, faculty, staff and community at OSU, (4) excellent oral and written communication skills, (5) the ability to work with diverse populations. Preference will be given to candidates pursuing advanced degrees in College Student Development, Higher Education, Business, Public Relations or other appropriate degree.