Title: Graduate Assistant for Student Government

Supervisor Name: Allison Rodgers, Assistant Director for Student Government

Assistantship Information: Number of GA positions available in fall 2015 (1)

Position Summary & Responsibilities: The Graduate Assistant for Student Government advises student government officers and office staff in the areas of theory, policy, and practice in professional conduct, meeting management, fiscal accountability, campus life programming, activity and service evaluation, elections processes, legislative initiatives and leadership development.

Student learning/ educational activities performed by the Graduate Assistant:
(Please check all that apply and provide detail if needed.)

- Advising Students
- Planning programs
  - Instruction
- Mentoring
- Planning student trips
- Advising student organizations
  - Responding to student conduct situations
  - Teaching or instructing courses
- Other (facilitating leadership development workshops and presentations for students and staff)

Learning Objectives:

- Develop knowledge, skills, and attitudes, providing counseling and advising support, direction, feedback, critique, referral, and guidance to students and student groups
- Attain knowledge, skills, and attitudes, policy development processes used in various contexts, the application of legal constructs, and the understanding of state, university, and student governance structures and their effect on one’s professional practice
- Address concepts and principles of student development and learning theory, include ability to apply theory to improve and inform student affairs practice, teach and train theory and practice
- Learn the various aspects of program development, implementation and oversight
- Gain ongoing professional experience in the field of Student Affairs

Duties and Responsibilities:

- Primary advising responsibilities include Boca Raton House of Representatives standing committees and chairing the Student Government Banquet Planning Committee
• Assist in coordinating on-board trainings, leadership development workshops, retreats, and programs for new Student Government officers
• Knowledge of the Activities and Services (A&S) Fees budget allocation and purchasing processes
• Oversee administrative duties of the Student Government officers, including collection of meeting minutes, agendas, and organization of Student Government shared drive
• Participate in graduate assistant and professional staff development meetings, and initiatives
• Support Student Government’s involvement in Weeks of Welcome, Homecoming, fall and spring elections, and other student programming, as needed
• Serve on University Committees, as appropriate
• Meet weekly with and perform other administrative tasks as assigned by the Assistant Director for Student Government

Minimum Qualifications:

• Acceptance into FAU Educational Leadership and Research Methodology Master/Doctoral program
• Ability to work well independently and as a team member
• Strong communication skills, oral and written
• Proficient with Microsoft Office Suite
• Ability to work nights and weekends, as needed
• Preferred: Previous experience in Student Government or campus activities programming in a university setting

Additional Information:

• The graduate assistantship is a 20 hour per week position. This position will receive compensation of $11 per hour.
• The graduate assistantship is a one year position (fall and spring semester). Graduate assistants are eligible to reapply to this position.
• Employment will only be granted upon acceptance to the Florida Atlantic University Educational Leadership Master’s/Doctoral Program or comparable program with applicability to the learning outcomes for this position.
• Anticipated Start Date: August 2015, Anticipated End Date: May 2016
• An 80% tuition waiver is provided with this assistantship

Questions? Contact Allison Rodgers, Assistant Director of Student Government, Student Involvement at RodgersA@fau.edu.