General Position Description:
Headington Hall is an Athletics owned and operated residence hall. Residence Directors are responsible for assisting the Department in developing, coordinating, and maintaining the community within Headington Hall and their assigned area. The RD should strive to provide a positive, educationally conducive, and social living environment for students. RD’s are always role models. There are two Graduate Assistant Residence Directors in Headington Hall, one for Operations and one for Residence Education. It is the intent of the Headington Hall administration to rotate each RD through both positions to provide a holistic experience and prepare them for their future.

Representative Duties
- Supervision of Desk Staff or Resident Advisors
- Assist with Headington Hall Student Leadership Association
- Assist with Student Conduct
- Lead Student Staff Selection, Training, and/or Recognition initiatives
- Participate in Duty Rotation
- Participate in Check-in / Check-out for Headington Hall
- Lead recruiting tours for potential residents
- Assist with event management for conference space on JD Lewis Family Floor
- Other duties as assigned

Minimum Qualification:
Graduate Student in a related field of study (Adult in Higher Education, Human Relations, Intercollegiate Athletics Administration, etc.)

Compensation:
The Headington Hall Residence Director position is a 12 month, .5 FTE appointment that includes a meal plan when the cafeteria is open, a stipend of $690/month and a shared apartment. Those enrolled in EDAH or HR graduate programs receive an automatic tuition waiver (does not include student fees), out-of-state tuition waiver (if applicable) and optional enrollment in OU’s student health care benefits.

Supervision:
Residence Directors are supervised by the Headington Hall Housing Coordinator.

For questions or information regarding this position, please contact Bryan Hinnen at bryan.hinnen@ou.edu
Career Services: Graduate Assistant

General Position Description:
The Career Services Graduate Assistant position will hold many responsibilities assisting students with the job search preparation process. The Graduate Assistant’s main focus will be to manage a mock interview program. Additional duties will involve critiquing resumes and assisting with annual career fairs.

Representative Duties:
- Schedule and conduct mock interviews, providing feedback to students at the conclusion of the mock interview
- Assist staff with resume critiques and walk-in appointments during peak periods
- Assist with coordinating volunteers for our two largest career fairs
- Assist in developing assessment tool to assess the mock interview program
- Assist with developing a marketing strategy to students in various colleges
- Assist staff with projects as needed
- The ideal candidate will excel in oral and written communication, be detail-oriented, possess proficiency in computer skills, have a strong work ethic and desire to learn about and gain experience related to Career Services, college recruiting, or Student Affairs.

Minimum Qualifications:
Graduate student in Adult and Higher Education, Human Relations, or a closely related filed

Compensation:
Position is a 12-month, 20 hours per week appointment. Current salary is a $1152/month stipend. Those enrolled in EDAH or HR graduate programs receive an automatic tuition waiver (does not include student fees), out-of-state tuition waiver (if applicable) and optional enrollment in OU’s student health care benefits.

Supervision:
The Career Services GA reports to the Senior Assistant Director of Career Services.

For questions or information regarding this position, please contact Melanie Adams at melanieadams@ou.edu.
General Position Description:
Graduate Student Life exists to support the community of graduate students at the University of Oklahoma through the development of programs, services, and initiatives. We are committed to forming purposeful relationships in order to create a meaningful graduate experience. The Graduate Student Life Graduate Assistant (GSLGA) will work with the Graduate College, Graduate College Student Ambassadors, and a close knit GSL staff. The GSLGA designs and implements social, academic, and professional development activities for graduate students on campus and abroad.

Representative Duties:
- Design and coordinate events
- Manage social media accounts
- Market and promote Graduate Student Life programs
- Develop relationships with students, faculty, and staff from various areas of the University
- Serve as a Graduate College Student Ambassador
- Serve as a tour guide for graduate-focused campus tours
- Create and maintain assessments and reports related to programs
- Assist with administrative tasks (answering phones, data entry, etc...)

Minimum Qualifications:
- Education: Bachelor’s Degree and pursuing an advanced degree in Higher Education or Human Relations. Must be classified as a full-time graduate student.
- Physical: Able to lift 25 pounds

Preferred Characteristics and Skills:
- Willingness to collaborate with a team
- Desire to learn
- Excellent communication and customer service skills
- Strong work ethic
- Basic computer skills
- Detail oriented

Compensation:
This 12-month position begins in mid-May and a flexible schedule of 20+ hours per week is required. Must be willing to work days, evenings, and weekends. Current salary is a $1152/month stipend, a tuition waiver (does not include student fees), out-of-state tuition waiver (if applicable) and optional enrollment in OU’s student health care benefits.

Supervision:
The Graduate Student Life Graduate Assistant is supervised by the Director for Graduate Student Life.

For questions or information regarding this position, please contact Clay Wesley, claywesley@ou.edu.
Graduation Office*: Graduate Assistant

General Position Information:
The mission of the Graduation Office is to assist students in reaching their graduation goals and increasing student success at the University of Oklahoma. The Graduation Office Graduate Assistant serves as an essential partner in helping the Graduation Office team accomplish these goals. The main responsibilities for this Graduation Office GA position include: the advisement of up to two Class Councils and assistance with the development of class experiences and/or class branding at The University of Oklahoma. The Graduation Office GA will advise Class Councils and guide these student groups in event planning, programming, and specific class campaigns. All Graduation Office staff also assist with the planning and execution of Commencement and Commencement related events. The Graduation Office GA must display excellent communication and service skills to work with students and faculty/staff from various areas of the University. The Graduation Office GA position requires a flexible schedule of 20+ hours per week.

Representative Duties:
- Assist in the further implementation of Class Experiences and Class Branding
- Serve as the advisor for two Class Councils
- Assist with the coordination of two specific years
- Research retention strategies, initiatives, and programming
- Assist in planning Commencement and Commencement related events
- Assist with administrative tasks (answering phones, data entry, etc...)

Minimum Qualification:
Education:
- Bachelor’s Degree and currently pursuing a graduate degree at the University of Oklahoma in Adult and Higher Education or Human Relations (Adult and Higher Education preferred).
- Must be classified as a full-time graduate student and be enrolled in at least six hours in the semesters of the appointment.

Experience:
- Experience in programming for college students, student leadership, student services, social media
- standard Microsoft Office programs are required.
- Certifications/Licenses: Class D driver’s license
- Physical: Able to lift 25 pounds and mobile

Knowledge/Skills/Abilities/Characteristics:
Individual should have excellent skills in oral and written communication; excellent leadership skills, be detail oriented; experienced and knowledgeable in implementing new programming/events and assessing programming/events; have basic computer skills; strong work ethic and most importantly a desire to serve students.

Compensation:
Position is a 12-month, 20 hours per week appointment. Current salary is a $1152/month stipend. Those enrolled in EDAH or HR graduate programs receive an automatic tuition waiver (does not include student fees), out-of-state tuition waiver (if applicable) and optional enrollment in OU’s student health care benefits.
Supervision:
The Graduation Office GA is supervised by the Associate Director for the Graduation Office.

For questions or information regarding this position, please contact Logan Lockhart at logan5687@ou.edu.

*The Graduation Office is under the umbrella of Administration and Finance in order to be positioned to help address student success campus-wide.
**STUDENT AFFAIRS GRADUATE ASSISTANT POSITION DESCRIPTION 2017-18**

**Graduation Office*: Outreach Team Graduate Assistant**

**General Position Information:**
The mission of the Graduation Office is to assist students in reaching their graduation goals and increasing student success at the University of Oklahoma. The Graduation Office Outreach Team GA serves as an essential partner in helping the Graduation Office team accomplish these goals. The Outreach Team is specifically tasked with supporting retention and persistence efforts for the undergraduate population. A component of the Graduation Office is the Compass Network (CN) and this position will directly support these efforts. The CN is an initiative aimed at helping students overcome personal challenges to their success at OU. Students work one-on-one with one of our staff to create an action plan to help address the issue(s) impeding their success. All Graduation Office staff also assist with the planning and execution of Commencement and Commencement related events. The Graduation Office Outreach Team GA must display excellent communication and service skills to work with students and faculty/staff from various areas of the University. The Graduation Office Outreach Team GA position requires a flexible schedule of 20+ hours per week.

**Representative Duties:**
- Assist with Compass Network outreach initiatives throughout the year
- Support Continuous Enrollment Call Campaign
- Assist with implementation, training and administration of Mapworks Student Retention System
- Assist with coordination and supervision of student staff members
- Research retention strategies, initiatives, and programming
- Assist with administrative tasks (answering phones, data entry, etc…)

**Minimum Qualification:**

**Education:**
- Bachelor’s Degree and currently pursuing a graduate degree at the University of Oklahoma in Adult and Higher Education or Human Relations (Adult and Higher Education preferred).
- Must be classified as a full-time graduate student and be enrolled in at least six hours in the semesters of the appointment.

**Experience:**
- Collaborating with a team
- Standard Microsoft Office programs are required.
- Certifications/Licenses: Class D driver’s license
- Physical: Able to lift 25 pounds and mobile

**Knowledge/Skills/Abilities/Characteristics:**
Individual should have excellent skills in oral and written communication; be extremely detail orientated; analytical skills to evaluate and summarize student information; excellent leadership skills; have basic computer skills; strong work ethic and most importantly a desire to serve students.
Compensation:
Position is a 12-month, 20 hours per week appointment. Current salary is a $1152/month stipend. Those enrolled in EDAH or HR graduate programs receive an automatic tuition waiver (does not include student fees), out-of-state tuition waiver (if applicable) and optional enrollment in OU’s student health care benefits.

Supervision:
The Graduation Office Outreach Team GA will be supervised by an outreach team member.

For questions of information regarding this position, please contact Danielle Lindley at danielleis@ou.edu.

*The Graduation Office is under the umbrella of Administration and Finance in order to be positioned to help address student success campus-wide.
Housing and Food Services: SoonerCard Graduate Assistant

General Position Description:
Sooner Card has a unique opportunity in welcoming students, faculty and staff to the University of Oklahoma through the creation of the Sooner Card. The Sooner Card Graduate Assistant will train and oversee the student staff working at both Sooner Card locations. Further, the Sooner Card GA will promote the brand of Sooner Card by building relationships across campus and further aligning Sooner Card with the trajectory of the University of Oklahoma.

Representative Duties:
The Sooner Card Graduate Assistant works directly with Sooner Card professional staff and provides general oversight of student positions, including hiring and staff development. They will also assist with the business administration of the Sooner Card office(s) and the promotion of the Sooner Card brand. They will assist with or be directly responsible for the following:
- Hiring of student staff
- Scheduling of student staff
- Student staff trainings and development
- Card office business administration, including but not limited to: daily financial transactions and deposits, card requests, and customer relations.
The Sooner Card Graduate Assistant will lead a team and further promote the Sooner Card brand by building relationships across campus and providing an excellent customer experience at the Sooner Card office(s).

Minimum Qualifications:
Graduate student in Adult and Higher Education, Human Relations, or a closely related field.

Knowledge/Skills/Abilities/and Other Characteristics:
Individual should have excellent customer service; must have exceptional oral and written communication skills; must have basic computer skills; and be able/willing to work evenings, early mornings, and weekends if/when needed.

Supervision:
Sooner Card Graduate Assistants are supervised by the Sooner Card manager.

Compensation:
Position is a 12 month, 20 hours per week appointment, beginning in mid-May. Current salary is $1092/month stipend as well as a meal plan. This is a live-out position. Those enrolled in EDAH or HR graduate programs receive an automatic tuition waiver (does not include student fees), out-of-state tuition waiver (if applicable) and optional enrollment in OU’s student health care benefits. The department may choose to petition for a petition waiver for students pursuing other graduate degrees.

For questions or information regarding this position, please contact Tyler Webb at ptwebb@ou.edu.
HSC Student Affairs: Recruitment Graduate Assistant

General Position Description:
The Health Sciences Center Student Affairs Recruitment Graduate Assistant position is essential to the maintenance of quality in prospective student programming and recruitment for the OU Health Sciences Center campus. The HSC SA Recruitment GA position will be responsible for coordinating prospective student programming, facilitating guided campus tours, as well as marketing and assessment of ongoing programs for the students on the OUHSC campus.

Representative Duties:
Including, but not limited to:
- Marketing, promoting, and attending monthly First Fridays program on OU Norman campus.
- Coordinating and attending college/career fairs in the region.
- Attending and facilitating required recruitment events such as Sooner Saturday, Advisers Symposium, Discover Sooner, and other programs as assigned.
- Maintaining and updating informational recruitment publications.
- Assisting with HSC Student Affairs and DLB Union programs such as De-Stress Fest, Welcome Week, Sooner Safety Week and other programs as assigned.

Other duties may be assigned as needed to successfully fulfill the function of the position. The candidate for this position must display excellent organization skills, communication skills and programming experience.

Minimum Qualifications:
Graduate student in Adult and Higher Education, Human Relations or a closely related field. Availability to work evening and weekend hours as needed.

Compensation:
Located on the OUHSC campus in Oklahoma City. 10-month, 20 Hours Per Week (0.5 FTE), with an option to renew for an additional appointment at the discretion of HSC Student Affairs. Current salary is $1200/month with a tuition waiver.

For questions or information regarding this position, please contact Carlos Rodriguez, Carlos-Rodriguez@ouhsc.edu
Residence Life: Apartments Resident Director

General Position Description:
Resident Directors in the apartments are the primary supervisors of Community Assistants. RDs in these roles will assist in setting the tone and educational priority for their community. The position encompasses crisis management, student development, event planning, advising and supervising experiences.

Representative Duties:
- Supervision of Community Assistant staff
- Providing leadership for apartment communities (complexes have an occupancy of approximately 500)
- Advise citations appeal board
- Assist in advisement of hall government
- Participate in staff selection, training, and evaluation
- Supervise resident check-in and check-out
- Assist with student discipline
- Rotate “on-call” duties for all of housing
- Development of Residential Curriculum and residential programming
- Recruitment of future residents
- Planning of staff development
- Other duties as assigned

Minimum Qualifications:
Graduate student in Adult and Higher Education, Human Relations, or a closely related field

Compensation:
Position is a 12-month, 20 hours per week appointment with an option for flexible summer scheduling to allow for internship opportunities. Current salary is $690/month stipend as well as a meal plan and fully furnished housing with all bills paid. Those enrolled in EDAH or HR graduate programs receive an automatic tuition waiver (does not include student fees), out-of-state tuition waiver (if applicable) and optional enrollment in OU’s student health care benefits.

Supervision:
Apartment Resident Directors are supervised by Community Coordinators

For questions or information regarding this position, please contact Brian Rock at rock@ou.edu.
Residence Life: Assessment Resident Director

General Position Description:
As a research university, OU Student Affairs views assessment as an integral part of our practice as educators. In Residence Life, we want to know what our students have learned, the means by which they learned, and the effectiveness of the learning process. The Assessment RD position is an opportunity to learn about the fastest growing field in Student Affairs. Candidates do not need a background in social science research, but some interest in research methodology is helpful.

Representative Duties:
The Assessment Resident Directors work directly with the Assistant Director of Residence Life on projects for the entire Housing and Food Services department. They will assist with or be directly responsible for the following:
- Facilitation of all benchmarking surveys sent to on campus residents
- Managing all incentive programs for mass survey projects
- Working within student retention and tracking software to better serve residential communities
- Serving as a direct contact for departmental assessment projects
- Creating sustainable processes for ongoing assessment of program effectiveness
- Creating Student Affairs assessment reports and documents for division wide efforts

Minimum Qualifications:
Graduate student in Adult and Higher Education, Human Relations, or a closely related field

Compensation:
Position is a 10 month, 20 hours per week appointment, with an option for summer employment. There is a live-in option available for this role, but not required. If living on campus, current salary is $690/month stipend as well as a meal plan and fully furnished housing with all bills paid. The current salary if living off campus is $1090/month stipend for the 10-month contract which also includes a meal plan. Those enrolled in EDAH or HR graduate programs receive an automatic tuition waiver (does not include student fees), out-of-state tuition waiver (if applicable) and optional enrollment in OU’s student health care benefits.

Supervision:
Administrative Resident Directors are supervised by the Assistant Directors of Residence Life.

For questions or information regarding this position, please contact Erin Simpson at esimpson@ou.edu.
Residence Life: RA Training Class Resident Director

General Position Description:
The RA Training Class has approximately 10-15 people in the fall semester and up to 135 students in 8 sections in the spring semester. No previous teaching experience is required. This position is a great opportunity for anyone who enjoys teaching, developing course content and curriculum, and being a mentor to students. The RA Class is constantly changing and always evolving. If you like to work in a fast paced environment with the ability to be creative and innovative this is the position for you.

Representative Duties:
The RA Training Class RD works directly with the Assistant Director of Residence Life in teaching the RA Training Class. During their time in this position they will assist with/be responsible for the following tasks:
• Administration and management of the on-line course content and materials
• Advertisement and Recruitment efforts for the spring semester course
• Assisting in Training and Development of Spring Class section leaders
• Maintaining and updating course materials and course content
• Leading discussion and teaching a section of the class
• If living on campus, participation in an on-call duty rotation.

Minimum Qualifications:
Graduate student in Adult and Higher Education, Human Relations, or a closely related filed

Compensation:
Position is a 10 month, 20 hours per week appointment, with an option for summer employment. There is a live-in option available for this role, but not required. If living on campus, current salary is $690/month stipend as well as a meal plan and fully furnished housing with all bills paid. The current salary if living off campus is $1090/month stipend for the 10-month contract which also includes a meal plan. Those enrolled in EDAH or HR graduate programs receive an automatic tuition waiver (does not include student fees), out-of-state tuition waiver (if applicable) and optional enrollment in OU’s student health care benefits.

Supervision:
Administrative Resident Directors are supervised by the Assistant Directors of Residence Life.

For questions or information regarding this position, please contact Brian Rock at rock@ou.edu.
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Residence Life: Residence Halls Resident Director

General Position Description:
Resident Directors in the residence halls are the primary supervisors of Resident Advisers. RDs in these roles will assist in setting the tone and educational priority for their community. The position encompasses crisis management, student development, event planning, advising and supervising experiences.

Representative Duties:
- Supervision (shared with Center Coordinator) of Resident Adviser staff
- Providing leadership for residence hall communities (building range in size from 350 to 1400 residents
- Advise citations appeal board
- Advise center’s Resident Student Association as primary adviser
- Participate in staff selection, training, and evaluation
- Supervise resident check-in and check-out
- Assist with student discipline
- Rotate “on-call” duties for all of housing
- Development of Residential Curriculum and residential programming
- Recruitment of future residents
- Planning of staff development
- Other duties as assigned

Minimum Qualifications:
Graduate student in Adult and Higher Education, Human Relations, or a closely related field

Compensation:
Position is a 10-month, 20 hours per week appointment, with an option for summer employment. Current salary is a $690/month stipend, as well as a meal plan and fully furnished housing with all bills paid. Those enrolled in EDAH or HR graduate programs receive an automatic tuition waiver (does not include student fees), out-of-state tuition waiver (if applicable) and optional enrollment in OU’s student health care benefits.

Supervision:
Residence Hall Resident Directors are supervised by Center Coordinators

For questions or information regarding this position, please contact Erin Simpson at esimpson@ou.edu.
General Position Description:
The Campus Activities Council (CAC) is the programming branch of OU’s Student Government Association. CAC is housed within the office of Student Life and is responsible for programming inclusive campus-wide activities that serve all students. CAC uses its three pillars of developing leaders, building community and leaving a legacy to implement quality campus-wide programming throughout the academic year. Below is a list of potential job responsibilities for the CAC Student Life Graduate Assistant (GA). Actual assignments will be determined by the current needs of the department and the skills/interest of the GA. The CAC GA will report directly to the CAC Advisor and will assist the CAC Advisor with daily task and assist with various Student Life programming that may be needed.

Representative Duties:
The CAC GA will be responsible for:
- Plan a weekend retreat for the CAC General Council (once for the fall and spring semester)
- Leadership development lessons for CAC top leadership (twice a semester)
- Create new programs to develop underclassman leadership
- Attend and assist students with event execution
- Attend executive (weekly) and general council (bi-weekly) meetings
- Create and maintain interdepartmental relations
- Develop programs and initiatives that enhance understanding and appreciation of diversity and equity

Administrative Tasks
- Manage CAC roster
- Oversee academic standings for student groups
- Maintain an updated record of alumni database
- Oversee CAC calendar

Assessment – create and analyze
- CAC retreats
- CAC General Council experience
- CAC Committee experience
- CAC events experience
- Academic tracking and reporting
- Assess learning outcomes of programs based on CAS standards

Public Relations
- Manage CAC T-shirt bidding process
- Oversee CAC social media accounts (Twitter, Facebook, Instagram)
- Develop new strategies to reach and market CAC through social media
- Create opportunities for branding of Student Life programs
- Collaborate with the OU Content Management System for web design
  - Update the CAC Website
- Develop print media using adobe creative suite
Advising
- CAC Executive Committee
- Other CAC event chairs

Other Duties as Assigned

Compensation:
Position is a 10-month, 20 hours per week appointment, with an option for summer employment. Current salary is a $1152/month stipend. Those enrolled in EDAH or HR graduate programs receive an automatic tuition waiver (does not include student fees), out-of-state tuition waiver (if applicable) and optional enrollment in OU’s student health care benefits.

Supervision:
The CAC GA is supervised by the Assistant Director for Student Life.

For questions or information regarding this position, please contact Jermain Peterson at jermaine@ou.edu.
Student Life: Multicultural Student Life Graduate Assistantship

**General Position Description:**
The Graduate Assistant for Multicultural Student Life serves in an academic year appointment working approximately 20 hours per week and reports to an Assistant Director in Multicultural Student Life (MSL). This individual is responsible for several on-going and short-term projects that advance the vision of the Office of Student Life. Additionally, as part of a team of student development specialists, this individual may assist in the design and implementation of multicultural and social justice education, peer education, leadership development, and community service programs for multicultural students and student organizations. The Graduate Assistant is expected to undertake all responsibilities in a manner that reflects the mission of the University as well as the principles of student development theory.

**Representative Duties:**

**Student Advising**
- Will work closely with an Assistant Director of MSL to advise 3 – 4 student organizations as assigned by the office on skills, needs, and interest
- Meet regularly with the MSL royalty which includes Mr. & Miss Black OU, Miss Indian OU, Mr. & Miss Asian OU, and Mr. & Miss Hispanic OU to assist in the development of their personal platforms and ensure the completion of specific duties as assigned by their titles
- Assist assigned organizations with their annual retreat, monthly meetings and/or programming events
- Refer students to university resources relative to individual concerns or needs
- Research needs relative to MSL populations on campus
- Mediate conflict resolution as necessary and appropriate
- Complete semester reports on each organization
- Manage organizational leadership rosters for assigned organizations

**Program Development & Planning**
- Assist assessment and evaluation efforts for MSL initiatives, programs, and administrative processes, developing evaluation strategies, collecting data, and analyzing results
- Work with the Assistant Directors to coordinate and implement a variety of activities and events during theme weeks/months to promote awareness and appreciation for MSL communities
- Development and implement programs, trainings, workshops, and other leadership/support opportunities focused on social justice education, multicultural competence, and inclusivity development to address issues of privilege, oppression, intersection of identities (including but not limited to race, ethnicity, gender, sexuality, etc….) for students in various leadership positions
- Coordinate and maintain communication strategies for MSL (i.e. listserv updates, social media management, website updates, quarterly newsletters, etc…)

**Collaboration**
- Promote collaboration between MSL student organizations
- Maintain positive and effective relationships among student organizations and units within the Division of Student Affairs
- Attend staff meetings and participate fully in office programs, division-wide meetings, etc…

**Other Duties As Assigned**
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Minimum Qualification:
- Acceptance into either the Master’s Program in Adult & Higher Education or Human Resources
- Willingness to support diversity and multicultural issues, especially those related to higher education
- Demonstrates the ability to work effectively with a variety of constituencies and publics, individually and in groups
- Ability to organize and work independently on assigned tasks
- Understanding of issues of students of color at a predominantly white institution
- Ability to identify needs and take initiative to resolve
- Excellent written, oral communication, and computer skills
- Understanding of issues of diversity, multiculturalism, and social justice

Compensation:
Position is a 12-month, 20 hours per week appointment. Current salary is a $1152/month stipend. Those enrolled in EDAH or HR graduate programs receive an automatic tuition waiver (does not include student fees), out-of-state tuition waiver (if applicable) and optional enrollment in OU’s student health care benefits.

Supervision:
The Multicultural Student Life GA is supervised by the Assistant Director for Student Life.

For questions or information regarding this position, please contact Taylor Phoumivong at tphoumivong@ou.edu.
Student Life: Graduate Assistant for Fraternity and Sorority

General Position Description:
The FSSL Graduate Assistant(s) serves in an academic year appointment working approximately 20 hours per week and reports to the Associate Director of Student Life. They are responsible for several on-going and short-term projects that advance the vision of Fraternity & Sorority Student Life. This individual may assist in the design and implementation of peer education, leadership development, intercultural engagement, and community service and philanthropic programs for students and student organizations.

Representative Duties:
1. Knowledge and Skill
   • Effective written and oral communication skills.
   • Understanding of social Greek organizations and self-governance models.
   • Demonstrated presentation skills.
   • Demonstrated project planning and management skills.
   • Ability to work independently and meet multiple task deadlines.
   • Ability to establish and maintain effective student, staff, and community relationships/partnerships.
2. Administrative Tasks
   • Chapter officer contact list (updated each semester)
   • Council officers contact list (updated each semester)
   • Chapter advisors contact list (updated each semester)
   • Membership rosters (as needed, per advisor instructions)
3. Programs
   • FSSL Awards
   • FSSL Officer Development Series
   • FSSL Adopt a Prof
   • Mandatory Education workshops (coordinate logistics for all councils)
   • Step In, Speak Out workshops (coordinate logistics for all councils)
   • President’s Academy (coordinate logistics for Panhellenic and NPHC)
   • Panhellenic Recruitment Guides (develop and oversee training)
   • Greek Leadership Development Series
   • Order of Omega Advising
4. Assessment
   • Compile reports and assist with assessment and evaluation of FSSL programs
   • Demonstrate an interest in the fraternal movement by conducting research, analyzing national trends, and maintaining an awareness of how current issues impact the undergraduate experience.
5. FSSL Public Relations
   • Oversee FSSL Website
   • Oversee all FSSL joint publications
   • Oversee FSSL Social Media Accounts
5. Advising
   • Advise Chapter President’s and Council Executive Boards.
   • Advise organizations on issues such as academic achievement, chapter operations, officer transition, community relations, programming, and policy compliance to support their efforts in meeting annual goals and standard Values Alignment.
   • Communicate regularly with student leaders and encourage responsible decision making.
   • Provide advising support for councils and groups that promote self-governance and community development.
   • Develop programs and initiatives that enhance understanding and appreciation of diversity and equity.

6. Other Duties as Assigned

Additionally, the Graduate Assistant will need to attend Office of Student Life staff meetings, Fraternity & Sorority Student Life staff meetings, meet regularly with supervisor, participate in, and support, department programs, and complete other duties as assigned.

Compensation:
Position is a 12-month, 20 hours per week appointment. Current salary is a $1152/month stipend. Those enrolled in EDAH or HR graduate programs receive an automatic tuition waiver (does not include student fees), out-of-state tuition waiver (if applicable) and optional enrollment in OU’s student health care benefits.

Supervision:
The Fraternity and Sorority Student Life GA is supervised by the Associate Director for Student Life.

For questions or information regarding this position, please contact Lindsay Echols at lechols@ou.edu.
Student Life: Orientation and Transfer Programs

General Position Description:
The following is a list of potential job responsibilities for the Student Life Orientation and Transfer Programs Graduate Assistant (GA). Actual assignments will be determined by the current needs of the department and the skills/interests of the GA. This GA will work with the Orientation and Transfer programs supervisor by helping plan and implement programs for first year students on OU’s Norman campus. This position begins in mid-May. Due to the nature of this position, the time of this role will increase during the summer (June and July) from 20 hours per week to 35 hours per week. Pay will adjust accordingly to the increase time commitment. This GA will also assist with various Student Life programming that may be needed.

Representative Duties:

- **Administrative Tasks**
  - Respond to communications and questions via e-mail, phone and walk-ins
  - Assist in managing e-mails and questions about orientation and transfer programs
  - Manage rosters of orientation staff participants along with rosters of program participants
  - Track names and necessary information for program participants based on the needs of the university (i.e. Diversity experience tracking, grade tracking, etc.)
  - Assist in scheduling meetings and preparing documents for events/meetings
  - Recording, updating and keeping spreadsheets for students staying in Residence Life during Camp Crimson

- **Programs**
  - **Camp Crimson**
    - Assisting in working with Orientation staff to plan and execute 5 weeks of Camp Crimson during June and July
    - Assisting with training and development of student staff
    - Working throughout the year on mentoring program
    - Assist in development of strategic plans for Camp Crimson
    - Assist in collecting information for new students that can be disseminated to camp attendees
    - Assist in
    - Work with communicating information to namesakes and camp staff along with namesake communication to camp participants throughout the year
  - **Sooner Orientation Weekend**
    - Assist in development of strategic plans for Sooner Orientation Weekend
    - Assist with the planning and executing of Sooner Orientation Weekend activities (move-in weekend)
  - **Freshman Week**
    - Assist with planning and executing of Freshman Week
    - Assist in development of strategic plans for Freshman Week
  - **Spring Orientation**
    - Assist in coordinating orientation for new spring students and admits
    - Work with promotion and publicity of program
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- **Transfer Leadership Class**
  - Assist in coordinating communication, weekly meetings and activities for Transfer Leadership Class
  - Assist in scheduling guest speakers and activities for Transfer Leadership Class
  - Supervising the student advisors of the Transfer Leadership Class

- **Assessment – create and analyze**
  - Maintain database of past and current Orientation and Transfer staff
  - Develop learning outcomes for Orientation and Transfer staff
  - Maintain database of students who participate in Orientation and Transfer programs and complete assessment on population
  - Assist in tracking retention rates of students

- **Public Relations**
  - Help to manage social media accounts for all orientation and transfer programs
  - Developing publicity pieces for orientation and transfer programs

- **Advising**
  - Orientation and Transfer programs staff
  - Transfer programs staff
  - Assist in developing leadership curriculum for orientation staff
  - Assisting in retreat development for orientation staff

- **Miscellaneous**
  - Assist with Student Life projects outside of Orientation and Transfer programs
  - All other duties as assigned
  - Will need to attend Office of Student Life staff meetings, Orientation staff meetings, meet regularly with supervisor, participate in, and support, department programs, and complete other duties as assigned.

**Compensation:**
Position is a 12-month, 20 hours per week appointment, with an increase during the summer (June and July) of 35 hours per week (pay will also increase during the summer). Current salary is a $1152/month stipend. Those enrolled in EDAH or HR graduate programs receive an automatic tuition waiver (does not include student fees), out-of-state tuition waiver (if applicable) and optional enrollment in OU’s student health care benefits.

**Supervision:**
The Orientation and Transfer Programs Graduate Assistant is supervised by the Assistant Director for Student Life.

For questions or information regarding this position, please contact Bridgitte Castorino, bridgitte@ou.edu.
General Position Description:
The Union Programming Board Graduate Assistant (UPBGA) is essential to the continuation of quality student programming within the Oklahoma Memorial Union (OMU). The UPBGA will be responsible for advising Union Programming Board students in terms of leadership development as well as event planning and programming within the OMU. The UPBGA will also coordinate and supervise supplementary events, as assigned, in addition to the events led by students they are advising. The UPBGA must display excellent communication and customer service skills to work with students and promote programs. The UPBGA position requires a flexible schedule of 20+ hours per week, a willingness to work days, evenings, weekends and summer and at least a one-year commitment.

Representative Duties:

- Advises and assists Union Programming Board students in planning, organizing and running events located in the OMU.
- Facilitates leadership development of student leaders.
- Assists student organizations on event planning within the OMU through co-sponsorship program.
- Coordinates and supervises events such as concerts, film series, contests, community service projects and other events as assigned on a daily/weekly basis.
- Markets and promotes the Union Programming Board events to the Norman campus and beyond, as assigned.
- Assists in writing program reports.
- Assists the Union Programming Board and University of Oklahoma with specific projects, such as Camp Crimson, Nite at the Union, New Sooner Orientation and The Big Event.
- Attends Union Programming Board member meetings bi-monthly, as well as, executive committee meetings as needed.
- Supervises and coordinates Thursday, Friday and Saturday evenings events, as assigned.
- Performs other related duties as assigned by the Program Coordinator of the OMU.

Minimum Qualifications:

- Education: Bachelor’s Degree and currently working on Master in Higher Education or Human Relations. Must be classified as a full-time graduate student and be enrolled in at least 6 hours in the semesters of the appointment.
- Experience: Programming experience, event planning
- Certifications/Licenses: Class D Driver’s license
- Physical: Able to lift 25 pounds; be mobile and flexible to move around OMU as needed.
- Preferred: Graphic design and/or video editing experience
Compensation:
Position is a 12-month, 20 hours per week appointment. Current salary is a $1,273/month stipend. Those enrolled in EDAH or HR graduate programs receive an automatic tuition waiver (does not include student fees), out-of-state tuition waiver (if applicable) and optional enrollment in OU’s student health care benefits.

Supervision:
The UPB Graduate Assistants are supervised by the Program Coordinator.

For questions or information regarding this position, please contact Matt Nash at mattnash@ou.edu.
General Position Description:
The Graduate Assistant for Freshman Programs is a 20-hour per week commitment to the organization and promotion of projects related to Camp IMPACT, Spring Connect, Gateway to College Learning and various other programs within Freshman Programs.

Representative Duties:
Include, but are not limited to:
- Assisting with communication to instructors regarding Spring Connect Program
- Assisting with the development of camp promotional materials, communication with students and staff, and facilitation of camp activities.
- Providing support for Freshman Programs’ trainings and events.
- Assisting with speaker coordination for specialty courses and trainings.
- Serving as a substitute for Gateway to College Learning classes.
- Providing support for program initiatives and assist with data collection for Freshman Programs.

Qualifications:
- **Education:** Bachelor’s degree and enrolled in a graduate program in Adult and Higher Education, Educational Psychology, or Human Relations (or other related fields). Must be classified as a full-time graduate student and be enrolled in at least 6 hours in the semesters of the appointment.
- **Preferred Experience:** Programming, planning, leadership and development, marketing and promotion experience

Compensation:
Position is a 10 month, 20 hours per week appointment, with an August start date. The current compensation is $1200/month stipend, a tuition waiver (does not include student fees), out-of-state tuition waiver (if applicable) and optional enrollment in OU’s student health care benefits.

Supervision:
The Freshmen Programs Graduate Assistant is supervised by the Director for Freshmen Programs.

For questions or information regarding this position, please contact Lillian Miller, ldmiller@ou.edu.
STUDENT AFFAIRS GRADUATE ASSISTANT POSITION DESCRIPTION 2017-18
University College Freshman Programs:
Graduate Assistant- Alpha Lambda Delta Co-Advisor

General Position Description:
The Graduate Assistant for Freshman Programs is a 20-hour per week commitment to the organization and promotion of projects related to Alpha Lambda Delta first-year honor society, Gateway to College Learning, and various other programs within Freshman Programs.

Representative Duties:
Include, but are not limited to:
- Assisting with training and development of Alpha Lambda Delta officers.
- Leading officers and overseeing ALD activities such as executive and general meetings, services activities, and information sessions.
- Assisting with the development of promotional material and marketing for ALD and other Freshman Programs’ efforts.
- Providing support for Freshman Programs’ trainings and events.
- Providing support for program initiatives and assist with data collection for Freshman Programs.

Qualifications:
- **Education**: Bachelor’s degree and enrolled in a graduate program in Adult and Higher Education, Educational Psychology, or Human Relations (or other related fields). Must be classified as a full-time graduate student and be enrolled in at least 6 hours in the semesters of the appointment.
- **Preferred Experience**: Programming, planning, leadership and development, marketing and promotion experience

Compensation:
Position is a 10 month, 20 hours per week appointment, with an August start date. The current compensation is $1200/month stipend, a tuition waiver (does not include student fees), out-of-state tuition waiver (if applicable) and optional enrollment in OU’s student health care benefits.

Supervision:
The Freshmen Programs Graduate Assistant is supervised by the Director for Freshmen Programs.

For questions or information regarding this position, please contact Lillian Miller, ldmiller@ou.edu.