

Graduate Assistant Job Description

Position Overview

The Graduate Assistant (GA) provides academic support for student-athletes. The incumbent ensures all University, Conference, and NCAA eligibility requirements are met and exercises discretion and independent judgment while monitoring the academic progress of assigned student-athletes.

Essential Job Functions

Administration

- Conduct academic check-in meetings with an assigned caseload of student-athletes
- Submit reports on meetings and report any immediate concerns
- Support student-athletes with any issues or questions that they may have
- Assist with weekly grade checks for each student-athlete
- Prepares reports for coaching staff regarding the academic progress of student-athletes
- Review tutor session reports for notes on student-athlete improvement or potential concerns
- Maintain tutor no-show report
- Monitor academic achievement of student-athletes
- Help with registration preparation, advising, scheduling planning, and registration
- Assist with recruiting activities when needed
- Report any incidents (academic fraud, misconduct, and disturbances)
- Help with event planning for Fall and Spring graduation celebrations
- Development of recruiting materials
- Creating/Editing/Updating of MSC Year in Review Document
- Assisting with MSC Policies and Procedures manual
- Other duties as assigned

Qualifications

Successful candidates will have demonstrated leadership experience and academic achievement. Candidates should demonstrate a mature and friendly attitude, present a well-groomed appearance, and possess sound decision-making skills. Minimum qualifications for Graduate Assistant candidates include:

- Maintain a minimum 2.5 semester TTU/TTUHSC grade point average and 2.5 cumulative TTU/TTUHSC grade point average
- Maintain a minimum enrollment of 9 graduate credit hours
- Must pass a criminal background check
- Must maintain good academic and student conduct standing within the university
- Strong verbal and written communication skills
- Ability to work in a fast-paced environment, multi-task, and problem-solve
- Ability to work nights/weekends

Pay and Work Hours

- Pay Rate: \$15 an hour
- Must be able to work 20 hours a week
- Work schedule will be determined by supervisor

Global Competencies

Quality of Customer Service/Relationship with Others/Communication (Oral and Written)

- Respectful, cooperative, and effective in getting along with diverse employees and customers. Expresses ideas/information in a complete, clear, concise, organized, and timely manner. Actively listens to others and is open to suggestions.

Compliance/Staff Development

- Complies with all university and departmental rules, laws, policies, and procedures; attends all required training or certification programs within the specified time frames.

Planning and Organizing Work/Quality of Work/Initiative/Adaptability

- Effective and efficient utilization of time and resources. Anticipates and responds to the needs of the department.

Dependability/Accountability

- Degree to which the employee can be relied upon and complete tasks in a timely manner.

Additional Factors

Leadership Ability and Coaching

- The ability to organize and influence a diverse group of people to achieve a common goal, communicate clear expectations, provide feedback, recognize effort, and celebrate success.

Decision Making

- Effectiveness in making sound decisions and taking appropriate actions.

Conflict Resolution

- Identify conflict and utilize appropriate listening and communication skills to help resolve workplace disputes.

Management of Fiscal Responsibilities

- Effectively demonstrates a commitment to stewardship and appropriate use of resources.

Additional Requirements

Due to the nature of this position, the following physical requirements are expected of a successful candidate. Reasonable accommodations may be made as necessary: Ability to Push/Pull, Lift, and/or carry 5-25 pounds; Work inside or outside regularly; Hearing; Speech; Vision (including depth and spatial perception); Standing and moving around for six or more hours at a time; etc. Work during student break periods, weekends, nights, and holidays may also be required.

Compliance Training and Responsible Employee

Pursuant to state legislation, all faculty, staff, and student employees must attend EEO non-discrimination training within the first 30 days of employment and receive supplemental training every two years. Registration is available through the university's learning management system, [Cornerstone](#) (EEO, Title IX, The Clery Act, and Ethical Conduct Compliance Training).