Administrative Graduate Assistant
2021-2022

POSITION SUMMARY
The Administrative Graduate Assistant (AGA) is a graduate student staff position within Auburn University Housing (AUH). This is a live-out position (on-campus housing is not provided). The primary responsibility of the AGA is to coordinate and lead a variety of projects throughout the academic year. The AGA works an average of 20 hours per week including some evenings and weekends. This is a 12-month position with start and end dates in May or July. The AGA reports directly to the Director of University Housing and Residence Life and indirectly to the Office Supervisor.

POSITION RESPONSIBILITIES
The percentage of time devoted to each area may vary from time to time. Duties and assignments are subject to change.

Administrative Responsibilities
1. Create and edit departmental written communication for print and digital media.
2. Work directly with the Director of University Housing and Residence Life to conduct research and complete projects for the position and the department as a whole.
3. Become proficient in web-based programs used by the department, including but not limited to Qualtrics, Microsoft Office applications (including Teams and Sharepoint), Canva and Smartsheet.
4. Assist in campus-wide and area-specific projects as assigned.
5. Attend and take detailed minutes in department and committee meetings as requested.
6. Create and distribute monthly departmental and residential newsletters.

Student/Community Development
7. Collaborate with campus resources, including Dining, Academic Services, and Student Involvement, in the hosting of campus-wide programs.
8. Analyze program evaluations and compile effectiveness reports.
9. Advocate for diverse groups of students and personnel.

Staff Selection, Training, and Development
10. Assist professional staff with coordinating the annual and departmental Graduate Assistant recruitment and selection process.

Pre-Professional and Career Development
11. Participate in department and professional development activities.
12. Serve as a member of department committees and task forces.

COMPENSATION AND BENEFITS
The Administrative Graduate Assistant is paid $15,860 annually for 20 hours per week, if they are a first year Master’s student. If they are a second year Master’s student, they will be paid $16,120 annually for 20 hours per week. The Graduate School administers a “graduate tuition fellowship” for graduate assistants who meet certain assistantship requirements (the AGA position currently meets these requirements). Currently, the fellowship covers both in-state and out-of-state tuition. Please see the administrative graduate assistant (AGA) position currently meets these requirements. Currently, the fellowship covers both in-state and out-of-state tuition.
Graduate School website for more information about this program: Guidelines for Graduate Tuition Fellowships. Appointments are for one year only with the option to reapply.

**REQUIREMENTS AND QUALIFICATIONS**

**Required Qualifications**

1. Must be able to work some evenings and weekends.
2. Must be able to work effectively with diverse university students.
3. Demonstrate strong organizational skills and excellent written and oral communication skills.
4. Demonstrate problem solving skills and the ability to collaborate with others on multiple projects.
5. The AGA must have prior approval from a supervisor if/when internships or practicums are scheduled as part of the academic program.
6. The AGA must submit and pass a background check.
7. Preference will be given to candidates who have residence hall leadership experience and/or who are pursuing a graduate degree in higher education, counseling, psychology, or education.
8. The AGA is not permitted to be employed elsewhere on or off-campus.

**Educational Requirements**

The AGA must hold a bachelor’s degree and be enrolled as a full-time graduate student at Auburn University (Auburn, AL) at the time of employment. The AGA does not have to be enrolled in academic classes in order to work during the summer semester.

**HOW TO APPLY**

All applicants should go through Placement for Graduate Assistants (PGA). Preference will be given to students accepted in a graduate program at Auburn; however, a job offer may be made contingent on an applicant’s acceptance to Auburn. If you have any questions, please email Area Coordinator Emily Scarpa at ees0021@auburn.edu.

Revised 10/22/2020