University of Oklahoma
STUDENT affairs
Graduate Assistantships
University Counseling Center Graduate Research Assistantship

**Position Information:** 20 hours per week, 9-month [8 full months & 2 half months (Aug. and May)] appointment, $1,462.71/month, based out of the Comprehensive Alcohol Program office in Goddard Health Center; eligible for basic graduate student health insurance (no vacation nor other fringe benefits)

**Representative Duties:**
- Facilitate small group outreach sessions for incoming freshmen as part of the mandatory First-Year Alcohol Education program (discussion-oriented, summarize, tie in big picture/message, support Peer Educator (PE) in their role, crowd control, etc)
- Direct supervision of 12-15 First-Year Alcohol Education Peer Educators; provide constructive feedback and support to PEs
- Assist with PE recruitment, interviews, and training curriculum development
- Assist with program evaluation research - focus groups, survey administration (campus wide and small group outreach sessions), data entry, coding, and analysis (SPSS)
- Assist with future program planning and development of research-based curriculum
- Assist with the development of new outreach initiatives
- Work one-on-one or in a group setting with students sanctioned through the Three Strikes Policy using motivational interviewing techniques (focus on Strike One students)

**Minimum Qualifications:**
- Graduate student in Adult and Higher Education, Counseling or closely related field
- Availability to work evening hours as needed, Mon-Thurs, between 4-10 pm for the first 8 weeks of the Fall semester, then transition to an 8am - 5pm schedule with occasional hours after 5 pm
- Availability to start the 1st week of and attend a Peer Educator training retreat on Friday, August 16th

Please Direct Questions to: Kye Leboeuf, kyleboeuf@ou.edu

Scholarship and Cultural Programs Graduate Assistant, Student Life

**Position Information:** The Student Life Programs Graduate Assistant reports to the Associate Director of Student Life and is a half-time (.5) position with a twelve-month appointment that includes coordination of projects for multiple scholarship and campus-wide programs at OU. The position can be renewed for an additional year at the discretion of the Office of Student Life.

**Representative Duties:**
The programs include the Gates Millennium Scholarship program, Sooner Tradition Scholars, and Sooner Promise. This GA will also work with cultural advisors in Student Life throughout the year and help coordinate efforts among the cultural centers through monthly meetings. The responsibilities of the position include working with the executive board of the Gates Millennium Student Association, maintain contact with the Campus Engagement Manager for the Gates Millennium Scholars national office, coordinate monthly meetings for the various scholarship programs, manage and tracking rosters, curriculum development, advising student leaders, programming and marketing campus wide events, and assessment. The GA will assist with administrative functions of the area including financial requests, program tracking, database upkeep, communicating with students via email and social networking, and answering phones.

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

Please Direct Questions to: Quy Nguyen, qnguyen@ou.edu
Women’s Outreach Center Graduate Assistant, Student Life

Position Information: A half-time (.5) position with a twelve-month appointment.

Representative Duties:
The responsibilities of the position include developing and implementing programming throughout the year focused on breast health education and awareness including Breast Health Awareness Month, Race for the Cure, Boob-a-Palooza, Pink and Black Ball and Party in Pink Zumbathon. The GA will coordinate both the Sexperts and DBME: Tips for Healthy Relationships peer education programs. This position includes the supervision of peer educators, the WOC Programs undergraduate intern, and peer educators in the Step in, Speak out sexual assault prevention program. The GA will also assist in the administrative functions of the center including financial requests, program tracking, greeting of visitors, communicating with students via email and social networking, answering phones, and program assessment.

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

Please Direct Questions to: Kathy Moxley, kathy.moxley@ou.edu

Women’s Outreach Center LGBTQ Programs Graduate Assistant, Student Life

Position Information: A half-time (.5) position with a twelve-month appointment that includes coordination of projects within the Women’s Outreach Center that focus on women’s issues and the Lesbian, Gay, Bisexual, Transgender, and Queer community.

Representative Duties:
The responsibilities of the position include working with the LGBTQ Program Advisory Board to plan, conduct and evaluate campus programming for the LGBTQ community. The GA will supervise the LGBTQ Programs Intern and peer educators in the Step in, Speak out sexual assault prevention program. This position includes the coordination of all Sooner Ally programs including training facilitation, scheduling monthly brown bag lunches, and on-going assessment. The GA will also assist in the administrative functions of the center including financial requests, program tracking, greeting of visitors, communicating with students via email and social networking, answering phones and program assessment.

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

Please Direct Questions to: Kathy Moxley, kathy.moxley@ou.edu

Fitness and Recreation Graduate Assistant

Position Information: Half Time (20+ hours per week; 10-month appointment), Compensation of 1236/month. The Fitness and Recreation (FAR) Graduate Assistant reports to the Director and assists with programming and assessment. GA activities range from educational booths to group presentations and Boot Camp. The GA is responsible for weekly program correspondence; responding to participant inquiries; developing wellness materials; developing learning outcomes; assisting with evaluation, assessment, and benchmarking; safety and security reviews; customer service; and other duties as assigned. Position requires approximately 20+ hours per week, a 10-month commitment, and a willingness to occasionally work early mornings (5:30am), weekends, and evenings. Departmental preferences include group fitness certification, personal trainer certification from an accredited agency, CPR/AED and First Aid certifications, and/or a bachelor’s degree in health and fitness.
Representative Duties:
- Develops and implements wellness programming with a fitness focus
- Coordinates advertisement of special events
- Corresponds with program participants
- Develops and implements departmental assessment practices
- Provides reviews of assessment tools and data
- Provides new member orientation
- Facilitates special events such as Special Olympics and Intramural Sales
- Other related duties as assigned

Minimum Qualifications:
- Education: Bachelor’s degree and enrolled in a graduate program in the Health and Exercise Science Health Promotions program, Adult and Higher Education, or Human Relations (other fields may apply, but may not qualify for tuition waiver or other benefits). 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, health and fitness, recreation experience
- Certifications/Licenses: Class D Driver’s license
- Physical: Able to lift 25 pounds
- Preferred: Group fitness certification, Personal trainer certification from an accredited agency, CPR/AED/First Aid certifications, intramural/sport experience, and/or a bachelor’s degree in health and fitness; graphic design experience (Adobe Creative Suite and/or Macromedia Freehand)
- KNOWLEDGE/SKILLS/ABILITIES/AND OTHER CHARACTERISTICS: Individual should have excellent skills in evaluating past programs and implementing new programs; must have exceptional oral and written communication skills; must have basic computer skills and work evenings, early mornings, and weekends when needed.

Please Direct Questions to: Amy Davenport, amydavenport@ou.edu

Career Services Graduate Assistant

Position Information: A half-time (.5) position with a twelve-month appointment

Representative Duties:
The Career Services Graduate Assistant position will develop and manage a mock interview program for students. Additional duties will involve critiquing resumes and assisting with updating the online program that houses the online resume books. Responsibilities may include but are not limited to:
- Develop an in-house mock interviewing program that can be publicized to students
- Assist with developing a marketing strategy to students in various colleges
- Schedule and conduct mock interviews with students and provide feedback to students at the conclusion of the mock interview
- Assist Assistant Directors with resume critiques during peak periods
- Assist in developing assessment tool to assess the mock interview program
- Assist the Director with compiling year-end statistics and Activity Summary
- Assist staff with projects as needed.
- The ideal candidate will excel in oral and written communication, be detailed 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 Human Relations.

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

Please Direct Questions to: Bette Scott, bscott@ou.edu
Union Programming Board Graduate Assistant

**Position Information:** 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, as well as other student organizations, with 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 he or she is 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:**
1. Advises and assists Union Programming Board students in planning, organizing and running events located in the OMU.
2. Advises student organizations on event planning within the OMU.
3. Coordinates and supervises events such as concerts, film series, dances, contests, community service projects and other events as assigned on a daily/weekly basis.
4. Markets and promotes the Union Programming Board events to the Norman campus and beyond, as assigned.
5. Assists in writing program reports.
6. Assists the Union Programming Board and University of Oklahoma with specific projects, such as Camp Crimson and Camp Crimson Retro Night at the Union, Nite at the Union, New Sooner Orientation and The Big Event.
7. Attends Union Programming Board general meetings bi-monthly, as well as, executive committee meetings as needed.
8. Supervises and coordinates Thursday, Friday and Saturday evenings events, as assigned.
9. 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 experience

**Please Direct Questions to:** Matt Nash, mattnash@ou.edu

HSC Student Affairs & University Village Resident Director (Live-In) Graduate Assistant

**Position Information:** 12-month, 20 Hours Per Week (0.5 FTE), with an option to renew for an additional appointment at the discretion of HSC Student Affairs and the Department of Housing and Food Services (Norman Campus). The start date for this position is June 1, 2014. Current salary is $740/month, fully furnished housing with all bills paid provided at the University Village (HSC Campus) and a tuition waiver.
Representative Duties:
The HSC Student Affairs and University Village Resident Director Graduate Assistant position is essential to the continuation of quality student programming and residential campus life enhancement on the OU Health Sciences Center campus. The position will be responsible for outreach and programming to multicultural student populations on the OUHSC campus as well as duties for the University Village apartments. This is accomplished by the following:

- Building relationships within the student community
- Educating student populations about policies and procedures on the HSC campus
- Helping to facilitate an environment that allows students to meet their academic goals
- Serving as a resource
- Assisting students in developing relationships with each other
- Bring awareness to campus resources and services

In addition, the GA position may assist with various activities that HSC Student Affairs and Housing and Food Services coordinates. Other duties may be assigned as needed to successfully fulfill the function of the position.

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

Please Direct Questions to: Carlos Rodriguez, carlos-rodriguez@ouhsc.edu

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HSC Student Affairs Graduate Assistant for David L. Boren Student Union

Position Information: 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 (up to 7 hours/semester).

Representative Duties:
The Graduate Assistant for the David L. Boren Student Union is essential to the continuation of quality student programming within the David L. Boren Student Union. The GA will be responsible for developing and coordinating WOW (What's on Wednesday) and the U-Card.

WOW (What's on Wednesday) is a weekly passive program in the DLB Student Union. WOW brings awareness to Union resources/services and promotes programs developed by student organizations and HSC Student Affairs. Duties for WOW may include working with HSC students and departments to identify topics, developing marketing campaigns, coordinating programs, and implementing surveys.

The GA also manages the "U-Card," which rewards students for attending multiple events in the Union. Duties for the U-Card loyalty program may include coordinating graphic design, identifying U-Card events, and overseeing rewards program.

The GA will have opportunities to develop an understanding of the role student unions play in Student Affairs, as well as experience core functional areas of HSC Student Affairs. 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.

Please Direct Questions to: Stephen Neely, stephen-neely@ouhsc.edu
Orientation and Transfer Programs, Student Life

Position Information: The Student Life Orientation and Transfer Programs graduate assistant position is set up to be a 2-year position. The G.A. assists the Coordinator by helping plan and implements programs for first year students on OU’s Norman campus. This position begins in mid-May. During the school year this position is a 20 hours per week position and during the summer it increases to a 35 hours per week position.

Representative Duties:
Specific responsibilities include, but are not limited to:
- Working with the Orientation Coordinator and student staff during the summer as they plan Camp Crimson, Sooner Orientation Weekend and Freshman Week
- Assisting with the training and development of our student staff
- Working throughout the year on our mentoring, program assessment and program development
- Scheduling activities and guest speakers for the Transfer Leadership Class (TLC) leadership development program, and supervising the advisors of TLC
- Assisting with the Transfer Student Advisory Board

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

Please Direct Questions to: Zac Stevens, zac@ou.edu

Live-In Resident Director, Residence Life

Position Information: Position is a 10-month, 20 hours per week appointment, with an option for summer employment. Start date for is July 19, 2014. Current salary is $6,730 ($690/month stipend) for the 10-month contract which also includes: meal plan and fully furnished housing with all bill 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. The department may choose to petition for a petition waiver for students pursuing other graduate degrees.

Representative Duties:
Responsibilities include:
- Providing leadership for 700 to 1,300 residence halls or apartment communities,
- 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,
- Recruitment of future residents,
- Planning of staff development, and
- Other duties as assigned.

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

Please Direct Questions to: Erin Simpson, esimpson@ou.edu
Administrative Resident Director, Residence Life

Position Information: Position is a 10 month, 20 hours per week appointment, with an option for summer employment. Start date for is July 19, 2014. Current salary is $10,660 ($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. The department may choose to petition for a petition waiver for students pursuing other graduate degrees.

Representative Duties:
Administrative Resident Directors may be assigned to work in the following areas:

Administrative RD for the RA Training Class

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

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.

Administrative RD for the Housing Student Association

The Housing Center Student Association (HCSA) is the student run residential advocacy and programming group within the residence halls. As an RD for HCSA you will be responsible for working with a dynamic group of students as they tackle change within the department through legislative means, provide service opportunities to residents throughout the Norman Community, and provide programming opportunities to the students living on campus.

Under the supervision of the Assistant Director of Residence Life, the RD serves as a primary adviser to either the HCSA Executive Board or the six Resident Student Association (RSA) presidents. During their time in this position they will assist with/be responsible for the following tasks:

- Training and developing the executive team of HCSA during fall and spring training
- Training and working with In-Center RD’s on working with RSA’s
- Working with members of HCSA on program development and implementation
- Working with members of HCSA on legislation writing and presentation
- Mentoring members of HCSA through one on one’s
- Attending weekly HCSA and RSA meetings
- Attending Regional and National Conferences
- Assisting in the OCM process

Working with HCSA is a great opportunity for anyone who enjoys working directly with student leaders. It provides them an opportunity to develop their advising skills, leadership development skills, and critical thinking skills. While being a previous student leader or member of an RHA/HCSA is not required, it is helpful for the role within the position.
Administrative RD for Assessment

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

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.

Administrative RD for Academic Engagement

The Academic Engagement Resident Directors work directly with the Assistant Director of Residence Life on projects related to the academic initiatives of the department. They will assist with or be directly responsible for the following:

- Supervise Study Hall Monitors in the 24-hour Quiet Study Halls
- Advise lesson plans on Academic Engagement
- Develop and Implement the Adopt-A-Prof program for Residence Life
- Teach a Spring Section of the Resident Adviser Training Class
- Work with the implementation of the Residential Curriculum

The Academic Engagement Resident Director provides the opportunity for both direct supervision experience as well as a teaching and advisory role. This position emphasizes creative delivery methods for academic programming and roles within residence halls and apartments for all on campus residents.

Minimum Qualifications:

- Graduate student in Adult and Higher Education, Human Relations, or a closely related filed

Please Direct Questions to: Erin Simpson, esimpson@ou.edu

Fraternity and Sorority Student Life (FSSL) Graduate Assistant

Position Information: A half-time (.5) position with a twelve-month appointment.

Representative Duties:

- Administrative Tasks
  o Update Chapter, Officer and Advisor Rosters
- Programs
  o Help assist with overall joint FSSL operations as well as directly overseeing some Multicultural Greek Council Programs (MGC) and Interfraternity Council Programs (IFC). Help assist with FSSL programs which include; Officer Development Series, FSSL Adopt a Prof, Hazing Education workshops, Step In, Speak Out workshops, FSSL Leadership Retreat for council officers, IFC Recruitment training, IFC Premiere New Member Education program, IFC New Member Leadership Class, MGC Showcase
- Assessment – create and analyze
  o Officer Development Series, Hazing Education, Adopt a Prof, Interfraternity Recruitment Guide Experience, Fraternity and Sorority Student Life Retreat
- FSSL Public Relations
  o Oversee FSSL Twitter and Facebook account
Minimum Qualifications:

- Graduate student in Adult and Higher Education, Human Relations, or a closely related field
- Experience working with fraternities and sororities

Please Direct Questions to: Jill Tran, jilltran@ou.edu