Masters of Education in Educational Leadership-Higher Education
Available Graduate Assistant Positions
2017-2018

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Graduate Assistant for the Student Activities Department – Events and Programs
Student Affairs

Hours and Schedule: 20-25 hours per week, including night and weekend commitments
Position Length: late August 2017 – May 2018
Compensation: Total compensation is $10,000 for the academic year

The mission of Student Activities is to advise and support student organizations and to encourage student development through involvement.

Duties and Functions
Advising and Event Planning
- Advise Social Crew {student committee} to fund late night programs
  - Assist student organizations in planning Social Crew-funded programs
  - Attend, supervise, and evaluate Social Crew-funded programs
- Co-Advise Program Council {University programming board}
  - Attend weekly Program Council Board and Associate Member meetings
  - Provide support at events and additional meetings as needed
  - Assist student leaders with budget, goal-setting, strategic planning, event planning, and more

Departmental Support
- Assist with Mandatory Organizations Meetings, organization consultations, and other initiatives

Administrative Responsibilities
- Hold a minimum of 12 office hours per week, during business hours. Some hours must occur on Mondays.
- Attend weekly Student Activities staff meetings and weekly one-on-one meetings with supervisor

Minimum Qualifications
- Bachelor’s degree required
- Current enrollment as a full-time graduate student at Southern Methodist University
- Previous experience in leadership development, event planning, student organizations, or a related area
- Excellent verbal and written skills
- Ability to work independently, demonstrate initiative, and develop new projects

Preferred Qualifications
- Current enrollment in the Higher Education Master’s program
- Previous experience in Student Activities or a related area

Learning Outcomes
Depending on the interests and professional goals of the employee, the Graduate Assistant will:
- Gain working experience in a professional Student Affairs setting
- Apply and analyze student development theory through student interactions
- Develop comprehensive program planning skills
- Understand fiscal policies and processes
- Enhance skills of critical thinking, communication, collaboration, and problem solving
- Define appropriate boundaries with students in a working environment
Graduate Assistant for Assessment and Strategic Initiatives
Student Affairs

Hours and Schedule: 20-25 hours per week, including night and weekend commitments
Position Length: late August 2017 – May 2018
Compensation: Total compensation is $10,000 for the academic year

The Graduate Assistant (GA) for Assessment and Strategic Initiatives is a position reporting to the Director of Assessment and Strategic Initiatives. The individual in this position plays an integral role in Student Affairs with their primary goal being the support of strategic planning and assessment efforts within the Office of the Vice President for Student Affairs. The GA will help coordinate and perform high quality assessment consultation and trainings, facilitate and develop strategic planning exercises, and help create and execute a divisional marketing strategy. Additionally, this individual has the opportunity to propose and develop assessment initiatives for the division.

General Responsibilities:
- Consults with individuals, teams and units within Student Affairs about their assessment efforts;
- Assists in the planning and review of potential and current assessment and research projects;
- Assists in the implementation of assessments, including data management, data collection, analysis, reporting, and presentations;
- Designs and implements training/capacity-building activities related to assessment;
- Writes reports and presents information;
- Assists with marketing and communication efforts to disseminate findings;
- Organizes, participates in, and facilitates meetings;
- Performs literature reviews;
- Assists with other departmentally related projects;
- Attends staff meetings as required;
- Participates in meetings, trainings and professional development opportunities as directed;
- Maintains an office presence to productively work with colleagues and students;
- Performs other duties as assigned or required to meet Student Affairs and University goals and objectives.

In addition to the above responsibilities, the GA will have primary ownership over at least one project in each of the following categories:

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Learning Outcomes:
The Assessment and Strategic Initiatives GA will:
- Develop and implement a departmental assessment plan for a variety of areas within student affairs
- Articulate the complexity of division-wide decisions as they relate to the strategic planning process
- Develop intermediate to advanced data analysis and reporting skills
Graduate Program Advisor for Women & LGBT Center

Student Affairs

Hours and Schedule: 20-25 hours per week, including night and weekend commitments
Position Length: late August 2017 – May 2018
Compensation: Total compensation is $10,000 for the academic year

The Women & LGBT Center empowers students to increase awareness and understanding of gender equity issues. The Women & LGBT Center gives voice for women and the lesbian, gay, bisexual, and transgendered community, with purpose to eliminate barriers, diminish prejudices, and create a supportive climate and space for all.

Responsibilities

Our Women & LGBT Center Graduate Program Advisor serves to advise student organizations and coordinate student voices in programming. We seek a staff member who is a strong communicator and has an interest in advocacy work on behalf of students. This position will coordinate several initiatives per interest and passion of chosen staff member. This includes, but is not limited to:

- Advising one of our student organizations advised through the Women & LGBT Center. This may include: Women’s Interest Network, Women in Science and Engineering, Intersect, Spectrum, or CORE. Duties of advisement include; meeting one on one with organization presidents, meeting with the executive board, attending general meetings and events, resolving conflict, and keeping organization in line with values of organization, center and university.
- Creating a dynamic community resource fair in conjunction with our annual Women’s Symposium.
- Assisting in the development of leadership training programs at the beginning of each semester.
- Creating campus programming that highlight current issues impacting our students (violence, sexism, heterosexism, etc.)
- Creating messaging for faculty/grad students (instructors in the classroom) to provide resources, tips, and policies related to relationship violence, sexual assault, and body image issues.
- Creating table/window displays in Umphrey Lee, Fondren Library, and/or West Bridge to provide visibility on issues of violence, sexual assault, and body image issues.
- Supporting department initiatives as a member of our Women & LGBT Center Team

Other Duties

- Seeking collaboration with other departments in Student Affairs and across the University.
- Participating in Division of Student Affairs meetings and experiences per availabilities.
- Other duties as assigned.

Eligibility

- Bachelor’s Degree required
- Must be currently accepted in a graduate program at SMU
- Ideal candidates should have experience with or interest in issues of Gender Equity, Women’s Leadership, and LGBT Equality
Graduate Assistant for the Student Activities Department – Relay For Life
Student Affairs

**Hours and Schedule:** 20-25 hours per week  
**Position Length:** late August 2017 – May 2018  
**Compensation:** Total compensation is $10,000 for the academic year

The mission of Student Activities is to advise and support student organizations and to encourage student development through involvement.

**Duties and Functions**

**Advising and Programming**
- Advise Relay For Life of SMU, a student organization
- Attend weekly Relay For Life meetings
- Provide guidance to student leaders and act as a liaison between SMU and the American Cancer Society
- Help students to plan the Relay For Life campus-wide event in the spring

**Departmental Support**
- Create and implement projects to benefit student organizations and/or student involvement
- The potential to assist on programs and projects that are specific to the fraternity and sorority community
- Assist with Mandatory Organizations Meetings, organization consultations, involvement fairs, and other initiatives as directed

**Administrative Responsibilities**
- Hold 20-25 office hours per week, during business hours
- Attend weekly Student Activities staff meetings

**Minimum Qualifications**
- Bachelor’s degree required
- Current enrollment as a graduate student at Southern Methodist University
- Previous experience in leadership development, event planning, student organizations, or a related area
- Excellent verbal and written skills
- Ability to work independently, demonstrate initiative, and develop new projects

**Preferred Qualifications**
- Current enrollment in the Higher Education Master’s program
- Previous experience in Student Activities or a related area

**Learning Outcomes**
Depending on the interests and professional goals of the employee, the Graduate Assistant will:
- Gain working experience in a professional Student Affairs setting
- Apply and analyze student development theory through student interactions
- Develop comprehensive event planning skills
- Understand fiscal policies and processes
- Enhance skills of critical thinking, communication, collaboration, and problem solving
- Define appropriate boundaries with students in a working environment
Assistant Community Director for Hillcrest Houses
Residence Life and Student Housing, Student Affairs

Hours and Schedule: 20-25 hours per week
Position Length: August 2017 – May 2018
Compensation: Salary is $10,000 for the academic year; 12 credit annual tuition package; $1,900 meal plan; partially furnished apartment

At Residence Life and Student Housing, our goal is to create on-campus residential communities, which empower students to value learning, citizenship, and leadership in comfortable, well-maintained facilities. At SMU, we are transforming the residential life model for students through our Residential Commons program, which integrates the academic, residential and social experience. Living in one of the 11 on-campus Residential Commons during their first two years at SMU, residents will find it's easier to make friends and transition smoothly to university life in a supportive environment. Living and interacting with students from across the United States and the world enriches them and prepares them to be a world changer in today's global society.

Area Overview
The Assistant Community Director (ACD) for Hillcrest Houses will work in a community of buildings that includes: Hawk Hall, Martin Hall, Moore Hall, and Smith Houses. All of the buildings are apartment or non-traditional style housing that consists of predominately upper-class and graduate/non-traditional students. The area as a whole consists of 1 Resident Community Director (RCD), 1 Assistant Community Director (ACD), 2 Faculty Affiliates (FA), and 6 Resident Assistants (RA). The ACD will directly supervise at least one building in the community, in addition to providing support to the Residential Community Director and fulfilling the primary responsibilities outlined below.

Hawk House – One bedroom apartments in a residence hall setting with approximately 41 residents and 1 Resident Assistant. Martin House - Single-occupancy efficiency apartments in a residence hall setting with approximately 42 residents and 1 Resident Assistant. Smith House - singles and doubles with community bathrooms in a residence hall setting accommodating up to 76 residents and 1 Resident Assistant. Moore House – Double-occupancy efficiency apartments in a residence hall setting with approximately 120 residents and 2 Resident Assistants.

Duties and Functions
• 15 hours of scheduled office hours and attendance at weekly staff meetings
• Train, supervise, and evaluate the job performance of two Resident Assistants
• Work with the RCD to design and implement community development model; assess needs of residents and provide additional programming as needed to promote a positive living and learning environment;
• Participate in the on-call duty response rotation throughout the calendar year to respond to incidents and emergencies for the entire SMU on-campus community
• Serve on one departmental committee each semester. Some committees are as follows: Student Staff Training, Diversity Equity Access in Leadership Team, Student Staff Recruitment, Communication, and Assessment.
• Lead in the advisement of the building or area Community Council for the existence of an effective residential government and the leadership development of residents.
Minimum Qualifications
- Completed Bachelor’s Degree
- Enrollment in full-time graduate coursework at Southern Methodist University
- Ability to work well independently and as part of a team
- Effective written and verbal communication skills
- Willingness and availability to work evenings and weekends

Preferred Qualifications
- Enrollment in Masters of Education in Higher Education program
- Experience working in residence life and/or student housing
- Experience utilizing and managing social media outlets

Learning Outcomes
Graduate Assistants working in Residence Life & Housing at Southern Methodist University will:
- Develop and practice supervisory skills by managing a staff of high achieving undergraduate Resident Assistants.
- Enhance administrative and time-management skills by balancing a variety of responsibilities.
- Practice appropriate and effective interpersonal communication skills in a variety of professional settings.
- Understand fiscal policies and processes through responsible use of university funds.
- Gain a sound understanding of effective crisis management protocol and response.
- Articulate an awareness of student affairs practice and higher education administration as a paraprofessional in an active student life office.
Graduate Assistant for Student Transitions & Orientation
Student Affairs

Hours and Schedule: 20-25 hours per week for the academic year; 40 hours per week for June, July, and August
Position Length: August 2017 – August 2018 (summer availability is required)
Compensation: Total compensation is $10,000 for the academic year; summer compensation for June, July, and August will be $12 per hour

The Office of Student Transitions & Orientation (ST&O) provides ongoing programs and services supporting new students and families in transition to Southern Methodist University. This position will coordinate the Discover Dallas portion of Mustang Corral, advise Mustang11, and coordinate student transitions programs.

Duties and Functions
Programming and Advising
- Coordinate the Discover Dallas Portion of Mustang Corral
- Co-Chair the Discover Dallas committee made up of 5 orientation leaders
- Coordinate logistics of each site
- Advise Mustang11, a freshman spirit and leadership organization
- Coordinate transitions programs including: First Six Weeks programs, Mustang Corral reunions, Annual sophomore mid-point celebration, and Transfer Student programs

Departmental Support
- Assist in recruiting, hiring, training, and supervision of the Orientation Team made up of 15 student leaders
- Assist in planning and executing AARO and Mustang Corral
- Participate in HDEV 2101Orientation Leadership Institute during the spring semester for-credit class taken by Orientation Leaders and taught by Director of ST&O

Administrative Responsibilities
- Hold a minimum of 15 office hours per week, during business hours
  - Approximately 5 additional hours at night and on weekends
- Work 40 hours per week during June, July, & August
- Attend weekly ST&O staff meetings and other ST&O staff development activities
- Participate in bi-weekly 1:1 meeting with ST&O Director

Minimum Qualifications:
- Bachelor’s degree
- Current enrollment in a graduate program at SMU
- Experience in student leadership, large-scale event planning, or related area
- Commitment to student development
- Strong written and verbal communication skills
- Excellent interpersonal and organization skills
- Ability to work independently, demonstrate initiative, and manage long-term projects

Preferred Qualifications
- Current enrollment in SMU’s Higher Education Master’s program
- Experience in Student Orientation programs
Learning Outcomes
The Transitions & Orientation Graduate Assistant will:
- Gain experience working in a professional Student Affairs environment
- Apply theory to practice from graduate courses and Orientation Leadership Institute
- Demonstrate fiscal management skills
- Develop comprehensive event planning skills
- Create appropriate boundaries with students in a working environment
- Develop skills related to critical thinking, communication, collaboration, leadership, and problem solving
Fraternity House Director for the Student Activities Department  
Student Affairs

**Hours and Schedule:** 20-25 hours per week  
**Position Length:** August 11, 2017 – May 25, 2018  
**Compensation:** Salary is $10,000 for the academic year; partially furnished apartment inside a fraternity house with a kitchen or kitchenette and private bath; electricity and internet provided

The mission of Student Activities is to advise and support student organizations and to encourage student development through involvement. The primary function of the FHD is to provide leadership in community development, community standards, and administration, by supervising one or two fraternity houses as a live-in staff member.

**Duties and Functions**

**Community Development**
- Provide meaningful educational and/or community-building programming to support students’ growth and development
- Be visible and accessible to address residents’ needs or concerns and to foster appropriate relationships with your residents
- Maintain community standards through education, communication, and documentation
- Serve as an additional layer of advisory support, along with SMU and alumni advisors, in helping your assigned chapter(s) to meet their goals and overcome challenges
- Support Student Activities/Fraternity and Sorority Life initiatives: Sing Song, Order of Omega, student conference travel, new member education

**Administration**
- Facilitate the check in, check out, room inspections, and damage billing processes
- Monitor the physical integrity of the house and report and follow-up on maintenance concerns
- Attend biweekly staff meetings and one-on-one meetings with supervisor
- Meet regularly with Chapter leaders, specifically the Chapter President and House Manager
- Attend training August 11-19, 2017 – training will take place during business hours and may be more than 25 hours per week for the week of August 13-19. Do not make any plans between August 11-19 without prior approval from your supervisor.

**Community Standards**
- Report alleged violations of laws and/or university policy
- Be knowledgeable of university resources and policies and provide appropriate referrals
- Participate in on-call duty rotation. FHDs serve in an on-call rotation that covers all nine SMU-owned fraternity houses On-call duties include making rounds, addressing lockouts, and responding to emergencies. On-call duties are shared equally among the 8-person staff
- Communicate and collaborate with Greek life staff members on pertinent resident and Chapter concerns

FHDs must move into their assigned fraternity house apartments by August 11, and the apartment will be available during all breaks until May 25, 2018. The availability of summer housing is not known at this time. FHDs must live in their assigned apartment fulltime for the duration of the appointment.
Minimum Qualifications

- Enrollment as a full-time graduate student at Southern Methodist University
- Previous experience with student organizations, Greek life, residence life, or facilities management
- Excellent verbal and written communication skills
- Ability to work independently, meet deadlines, and handle various administrative tasks

Preferred Qualifications

- Enrollment in the Higher Education Master’s program
- Fraternity or sorority membership

Learning Outcomes

Depending on the interests and professional goals of the employee, the FHD will:

- Gain working experience in a professional Student Affairs setting, especially applicable to the fields of Residence Life and Fraternity and Sorority Life
- Apply and analyze student development theory through student interactions and programming
- Develop crisis management skills
- Enhance skills of critical thinking, communication, collaboration, and problem solving
- Define appropriate boundaries with students in a working environment
Graduate Assistant for Office of Multicultural Student Affairs
Student Affairs

Hours and Schedule: 20-25 hours per week
Position Length: late August 2017 – May 2018
Compensation: Total compensation is $10,000 for the academic year

The SMU Office of Multicultural Student Affairs mission is to work collaboratively with the campus community to provide comprehensive support for students of color. We focus specifically on holistic development, advocacy and comprehensive student success. The Office works to create an environment that fosters inclusivity and a deeper understanding of diversity.

General Description of Position:
The Office of Multicultural Student Affairs is seeking a Graduate Assistant to assist in the advisement and support of 17 culturally based student organizations under the Asian Council (AC), Association of Black Students (ABS), and College of Hispanic American Students (CHAS) umbrellas. Additionally, the Graduate Assistant will support student peer mentors associated with the CONNECT Student Success Program. The Graduate Assistant will work with campus partners coordinate and facilitate student leader/mentor meetings, training sessions, and retreats. This position will also support departmental initiatives and collaborations with the entire campus community to provide diversity training and education opportunities to students through institutional-wide programs, initiatives, and guest presentations in classes.

List of Duties and Functions:
• Advise or co-advice student organizations
• Assist with implementation of departmental signature programs (Real Talk, Multicultural Gala, MLK Dream Week, Mustang InterSECTIONS, etc.)
• Co-coordinate the CONNECT first year experience program
• Assist in the planning and implementation of leadership meetings, trainings and retreats.
• Co-coordinate and support the Peer Dialogue Leaders program.
• Facilitate diversity awareness, education and cultural competence workshops and presentations for departments and in class guest lectures throughout the campus community
• Assist in the planning and implementation of cultural heritage months
• Attend weekly OMSA staff meetings and participate in departmental and divisional activities
• Work with individual students and organizations to assess programming needs of students of color at SMU
• Assist in the development of the Multicultural Student Resource Guide
• Develop and implement initiatives directly related to individual professional and/or scholarly interests, and in congruence strategic directions of the department, the Division of Student Affairs, and/or university.
• Other duties as assigned.

Minimum Qualifications:
• Bachelor’s degree required
• Current enrollment as a graduate student
• Availability for occasional evening and weekend programs/meetings
• Excellent written and verbal communication skills

Preferred Qualifications:
• Current enrollment in the Higher Education graduate program
• Previous experience/participation in student leadership, peer mentoring, and/or diversity programming.

Learning Outcomes:
In addition to Student Affairs Competencies, the Multicultural Student Affairs Graduate Assistant will develop problem-solving, effective communication, and collaboration skills.

Problem-Solving

- Apply relevant literature, including conceptual frameworks and development models, to appropriately link higher education and student development theory to their practice.
- Analyze assessment data (quantitative and qualitative) in efforts to make improvements or adjustments to departmental programs/initiatives.

Teamwork & Collaboration

- Identify appropriate functional areas with which to collaborate in efforts improve student development and success.

Effective Communication

- Demonstrate effective leadership and diversity training skills to various student populations.
Graduate Assistantship for Career Development in Hegi Family Career Development Center
Student Affairs

Hours and Schedule: 20-25 hours per week
Position Length: late August 2017 – May 2018
Compensation: Total compensation is $10,000 for the academic year

The Hegi Family Career Development Center at SMU is dedicated to serving the needs of SMU students and alumni and assisting employers in reaching qualified candidates from SMU. The Career Development Center staff guides and encourages students and alumni in the development of skills necessary for lifelong career management and offers opportunities for employers to recruit students through campus events and online resources. Counselors work with students at all stages of their career development process - from choosing a major to evaluating a job offer. Counseling may facilitate exploration activities, focusing career goals, developing effective resume and cover letters, graduate school research, and job search strategies. The Hegi Career Center also has an active on-campus recruiting and job posting program through MustangTrak.

The Career Development Graduate Assistantship provides training and experience in the Hegi Family Career Development Center. Graduate Assistants work closely with the career development team to provide career advising to Southern Methodist University students and alumni on career exploration, professional development, internship and job search preparation, and post-graduation career planning needs. Graduate Assistants will receive weekly individual supervision as well as regular trainings on relevant counseling topics, and are expected to attend staff meetings.

Duties and Functions:
• Participate in many career-related components, including providing brief solution focused counseling and advising through a drop-in model, administering and interpreting career related assessments and activities, as well as engaging in career development presentations and workshops.
• Assist with the planning and implementation of educational programs and career fairs,
• Design or be involved in other programs which meet their unique training interests.

Required Skills and Experiences:
• Bachelor’s Degree required
• Must be enrolled in a Master's program in a related field (i.e. Counseling, College Student Personnel, Higher Education Administration)
• Must be able to provide direct service during drop-in times and attend career development team meetings
• Basic understanding and application of college student development theories, career development theories, and counseling theories
• Ability to function competently in a team environment and be adaptable to changing needs of environment
• Ability to interact effectively with the campus community and external customers
• Sensitivity to multicultural and global issues of a diverse student population
• Excellent verbal and written communication skills
• Comfortable with public speaking and presenting to groups
• Computer literacy and a creative approach to utilizing technology to provide efficiency and efficacy to career services
• Prior experience in student affairs or human resources is preferred Learning

Outcomes:
Graduate Assistants will feel confident working with students individually and in group settings on career exploration and professional development topics. They will gain presentation experience, solutions-focused counseling skills, and experience advising student leaders.
Graduate Assistant in Employer Relations in Hegi Family Career Development Center
Student Affairs

Hours and Schedule: 20-25 hours per week
Position Length: late August 2017 – May 2018
Compensation: Total compensation is $10,000 for the academic year

The Hegi Family Career Development Center at SMU is dedicated to serving the needs of SMU students and alumni and assisting employers in reaching qualified candidates from SMU. The Career Development Center staff guides and encourages students and alumni in the development of skills necessary for lifelong career management and offers opportunities for employers to recruit students through campus events and online resources. The Employer Relations Team (ERT) develops partnerships with employers, alumni and parents to provide resources to connect students to mutually beneficial working relationships. Through programming, services and consultation, the Employer Relations Team is dedicated to facilitating connections between employers to students, faculty and campus partners.

Position Description:
The Graduate Assistant for Employer Relations will assist the Hegi Family Career Development Center with employer relations activities, research, outreach and support. This will entail working closely with the Career Center staff as well as employer representatives, students, and alumni. The primary objective is to help cultivate opportunities, networks and experiences for target students to aid their career development and build towards successful career outcomes through their interviews, offers and placements. Primary duties and responsibilities include, but are not limited to:

- Assist with employer outreach and industry specific research, building research on top employer lists, and helping to identify target employers, while also helping serve currently engaged employers
- Support the planning and execution of our career events (Bi-annual Career Fair, Employer Drive-In Conference, Company Information Sessions, Just-in Time Fair, Communications Fair, Industry Panels, Mustang Connections Job-Shadow Day), including benchmarking, project management and administrative support
- Aid with MustangTRAK/CSO support and process improvement: helping with job/contact/employer approvals, replies, customer service inquiries and data reporting and analysis
- Assist with program marketing and promotions to prospective employers and students
- Meet with students in regards to Career Development topics such as Resume Building, Mock Interviews and Networking
- Provide administrative support as needed

Knowledge, Skills & Abilities
- Candidate must demonstrate strong interpersonal and verbal communication skills, with the ability to build relationships with a wide range of constituencies in a diverse community. Must also demonstrate the ability to communicate effectively in writing. A strong customer service orientation is essential.
- Candidate must possess strong organizational and time-management skills with the ability to oversee multiple tasks. A strong focus on attention to detail is essential.
- Candidate must possess strong analytical skills with the ability to assess, synthesize, report and present data.
- The Graduate Assistant will receive weekly individual supervision and training on topics relevant to university employer relations, as well as attend regular staff and team meetings.
Learning Outcomes:
The Graduate Assistant will be provided formal training on professional development areas such as (Resume Building, Interviewing, Networking and Presentations). Project Management Skills will be enhanced through the execution of our largest Career Event (Bi-annual Career Fair), managing up to 100 Employers and over 950 student participants.

Required Skills and Experiences:
• Bachelor’s Degree required
• Must be enrolled in a Master’s program in a related field (i.e. Higher Education Administration)
• Basic understanding and application of college student development theories
• Ability to function competently in a team environment
• Ability to interact effectively with the campus and external community
• Sensitivity to multicultural and global issues of a diverse student population
• Excellent verbal and written communication skills
• Computer literacy and a creative approach to utilizing technology to provide efficiency and efficacy. Microsoft Office required.
• Additional promotional skills and programs preferred
• Prior experience in student affairs or external development is preferred
Graduate Assistant for Community Engagement & Leadership Center
Student Affairs

Hours and Schedule: 20-25 hours per week
Position Length: late August 2017 – May 2018
Compensation: Total compensation is $10,000 for the academic year

The Community Engagement & Leadership Center (CEL) aims to cultivate student leaders through education and transformational experiences that equip them to impact positive social change. The Community Engagement & Leadership Center is seeking candidates for the position of Graduate Assistant focusing on direct service programs. This position will co-advice the Alternative Breaks student organization, including attending meetings and working with student leaders to run approximately 15-18 service break trips. This position will also coordinate one to two campus-wide days of service per year.

Duties and Functions
Advising and Programming
• Co-advice Alternative Breaks, a student organization
• Attend weekly Alternative Breaks executive board meetings and bi-weekly site leader meetings
• Provide guidance to student leaders and act as a liaison as needed with campus entities and partnering organizations
• Plan and execute one to two campus-wide days of service per year, engaging approximately 150-200 students each with local direct service opportunities

Departmental Support
• Assist with large-scale departmental events and programs as needed

Administrative Responsibilities
• Hold a minimum of 15 office hours per week, during business hours
• Attend weekly CEL staff meetings and a weekly 1:1 meeting with supervisor

Minimum Qualifications
• Bachelor’s Degree required
• Current enrollment as a graduate student at Southern Methodist University
• Previous experience in leadership development, community service, event planning, or related area

Preferred Qualifications
• Current enrollment in the Higher Education Master’s program
• Previous experience with Alternative Breaks or related direct service programs
• Knowledge of Active Citizen Continuum and social justice issues

Learning Outcomes
Depending on the interests and professional goals of the employee, the Graduate Assistant will:
• Gain experience working in a professional Student Affairs setting
• Apply and analyze student development theory through student interactions
• Develop comprehensive event planning skills
• Understand fiscal policies and processes
• Enhance skills of critical thinking, communication, collaboration, and problem solving
• Define appropriate boundaries with students in a working environment
• Understand leadership development theories and principles of service-learning and direct service
Graduate Assistant for Office of Admission and Office of Multicultural Student Affairs
Student Affairs

Hours and Schedule: 20-25 hours per week, including night and weekend commitments
Position Length: late August 2017 – May 2018
Compensation: Total compensation is $10,000 for the academic year

In efforts to broaden and support a meaningful partnership between the Office of Multicultural Student Affairs and the Office of Admission, we are seeking a Graduate Assistant (GA) to assist in the recruitment and retention of our multicultural student population at SMU. The Graduate Assistant will work with both departments to support and coordinate collaborative programs and initiatives throughout the year. This position will support training and preparation for student staff, preparation and execution for programs on and off campus, and communication with prospective students from multicultural populations.

Duties and Functions:

- Oversee a Multicultural Recruitment Committee comprised of multicultural students to assist Admission with various recruitment activities
- Support the coordination multicultural recruitment events (i.e. ISD@SMU Days, Fly-in program, President’s Reception, local minority recruiting events, and alumni events)
- Assist in the development of our multicultural student communication continuum
- Support transition programs for first-year and transfer multicultural students
- Conduct presentations to visiting school groups, guidance counselors, and prospective students
- Assist with application file reading
- Attend Admission and Multicultural Student Affairs staff meetings
- Support the recruitment of students in the CONNECT Student Development and Mentoring Program
- Conduct diversity and leadership education sessions to first-year students
- Other duties as assigned.

Minimum Qualifications:

- Bachelor’s degree required
- Current enrollment as a graduate student
- Availability for occasional evening and weekend programs/meetings
- Excellent written and verbal communication skills

Preferred Qualifications:

- Current enrollment in the Higher Education graduate program
- Previous experience/participation in student leadership, peer mentoring, and/or diversity programming.

Learning Outcomes:

- Apply relevant literature, including conceptual frameworks and development models, to appropriately link higher education and student development theory to their practice.
- Analyze assessment data (quantitative and qualitative) in efforts to make improvements or adjustments to departmental programs/initiatives.
- Identify appropriate functional areas with which to collaborate in efforts improve student recruitment.
- Demonstrate effective leadership and diversity training skills to various student populations.
Graduate Assistant
Department of Continuing and Professional Education

Hours and Schedule:  Up to 29 hours/week available
Position Length:  August 2017 – May 2018
Compensation:  $15/hour

SMU CAPE engages our community through educational opportunities that offer quality, convenience, affordability, and flexibility. Our unique, interdisciplinary course content serves as a gateway to higher education, allowing adults to continue and guide their own learning. Since the 1950's, SMU has offered Informal Courses for Adults. In recent years, Professional Development certificates and courses, Test Prep, and the Summer Youth Program have been added. We are developing new programs all the time to meet the needs of our students. CAPE instructors are as diverse as the courses we offer. They love to share their expertise and passion with adult learners who are eager to learn.

Job Description
The Department of Continuing and Professional Education (CAPE) provides noncredit personal enrichment and professional development courses and certificate programs for the community. The Graduate Assistant serves as a member of the CAPE team providing programmatic and administrative support for CAPE. This position includes work in a number of areas including student & enrollment services, marketing, as well as program support, management and evaluation. Special projects will be developed in conjunction with the GA based on departmental needs and the student’s background and interests.

Essential Duties
• This position is one of the first points of contact for current and prospective CAPE students and provides excellent front-line customer service
• Answers phone and email, processes registrations, and answers questions in a friendly, professional way
• Prepare, collect and record program course evaluations
• Manage catering and logistical needs for week-long intensive certificate programs/courses that take place during the day at the SMU Campus
• Support the Registration and Advising Coordinator in managing student needs including assisting with documenting grades, and providing assistance in CAPE’s Learning Management System
• Manage the LinkedIn group and other resources for SMU CAPE Certificate students and program graduates
• Maintain a thorough working knowledge of the courses and certificate programs at CAPE
• May serve as CAPE representative at recruitment events, professional meetups and other local events
• Provide general project support for CAPE staff
• Additional project responsibilities may include: Managing the social media for CAPE under the guidance of the Marketing Director, coordinating events and resources for instructors and program graduates, program research for certificate programs and topic areas, analysis and management of CAPE’s online program portfolio, etc.
• Other duties as assigned
• One weekday evening per week is required
Required Skills and Abilities:
The graduate assistant must possess the following skills and attributes:

- Excellent customer service and interpersonal skills
- Strong organizational abilities and attention to detail
- Ability to multi-task and support multiple staff members
- Problem-solving skills and the ability to work proactively
- Excellent written and oral communication skills
Graduate Assistant for Ed.D. Programs
Department of Education Policy and Leadership

Hours and Schedule: 20 hours per week.
Position Length: August 2017 – May 2018
Compensation: $10-12 per hour and 6 hours tuition per semester, contingent upon full time registration (6 credit hours or more).

Job Description:
The Department of Education Policy and Leadership prepares school leaders, researchers, higher education administrators, and policy leaders to significantly improve the learning and achievement of the students they will serve at all levels of education. The GA will serve as a member of the staff of the EPL Department. The assistantship includes work in a number of areas such as marketing and admissions, programming, program assessment, and alumni relations for the Ed.D programs.

Assistantship Duties:
• Assist with coordination of classes, recruiting events, and alumni activities
• Field program inquiries and assist with other aspects of the admissions process
• Develop new policies and innovative programs to ensure excellent customer service to EPL students
• Design marketing materials to publicize department programs to a broad constituency, including brochures, mailings, and presentations as needed
• Assist with development and implementation of program assessment activities
• Plan, implement, and participate in yield activities including information sessions, campus visits, phone and email communication with accepted students, and Assessment Centers
• Collaborate with faculty and division staff on events and activities
• Research programs at competing institutions
• Provide general project support for staff and faculty
• Other projects to be assigned based on GA’s professional interests and the needs of the department
• Includes weekend hours

Preferred Qualifications and Essential Skills:
• Ability to handle multiple projects with attention to detail
• Strong written and oral communication skills
• Interest in working with faculty, students, and applicants
• Positive attitude and good sense of humor
• Flexibility in working independently and within teams
• Experience in marketing or admissions a plus
Graduate Assistant
Office of Undergraduate Admission

Hours and Schedule: 20 hours per week
Position Length: August 2017 – May 2018
Compensation: $15/hour

Job Description
The SMU Undergraduate Admission Office aims to recruit a wide variety of high school, transfer and international students to apply to the university. Our office supports the University’s focus on attracting and retaining high achieving students to an academic rigorous environment. Working with students, parents, counselors, and staff the Graduate Assistant works to support these initiatives.

Assistantship Duties
Responsibilities for the Undergraduate Admission Graduate Assistant will ideally include but are not limited to:
• Give informational sessions to visiting school groups
• Learn about and assist with reading applications
• Develop resources for younger students (age appropriate college materials, self-guided tour, etc.) visiting the campus
• Work in conjunction with Development and External Affairs on campus special programming for elementary and middle school aged students
• Responsible for the management of the SMU Undergraduate Admission E-mail Account
• Attend admission staff meetings
• Other duties as assigned

Preferred Qualifications and Essential Skills:
• Bachelor’s Degree required
• Must be currently accepted in a graduate program at SMU
• Ideal Candidate should have experience in student leadership, service, and or higher education related programs, experience in developing educational relationship with a wide variety of students.
Graduate Assistant for Hart Center for Engineering Leadership  
Lyle School of Engineering

**Hours and Schedule:** 29 hours per week (may consider one 20-24 hour and a second 12-15 hour assistantship)  
**Position Length:** early August 2017 – mid-May 2018  
**Compensation:** $17/hour

The Hart Center is an invaluable resource for both Lyle students and employers in the career engagement process. We help make connections for a variety of student engagement and employment needs, including mentor relationships, co-ops, internships, and full-time positions. The Hart Center provides unique networking opportunities—from semi-annual events such as Engineering Mock Interview Day, Engineering Resumania, Interview Prep 101, Engineering Connections Career Fair—to professional development workshops and customized recruitment events.

**General Description**  
This assistantship will provide you with the opportunity to interact with students, employers, and SMU faculty and staff from day one. As the Hart Center’s Career Development Graduate Assistant, you will spend approximately 40% of your time working in a special projects capacity and 60% of your time as a career advisor. The Hart Center focuses on providing career events, guidance, and leadership programming to SMU Lyle Engineering students so they are more fully prepared from a career development standpoint.

**Primary Responsibilities**

**Career Advising & Events**  
- Meet with students during drop-in advising and one-on-one appointments to counsel students on resumes, cover letters, major and career exploration  
- Interact with employers for career related workshops for AV and room set up/breakdown

**Database/Administration**  
- Maintain the MustangTRAK career database  
- Answer employer requests for interview rooms, information sessions  
- Answer student account questions  
- Provide office administrative help as needed

**Special Programming**  
- Work closely with the Career Development Director to create and implement new career programs that impact experiential career learning. Projects may include: student trips to visit employers, specialized networking events, and assessment of career development services

**Desired Qualifications**  
- A highly skilled program implementer, with an interest in career advising, who wants to learn about career development in the engineering discipline  
- Higher Education graduate student currently enrolled in SMU/Simmons School  
- Good communication and presentation skills and ability to work independently and with the Hart Center team  
- Professional demeanor and ability to maintain confidential career center data  
- Interest in working in career services
Graduate Research Assistant in Higher Education Policy with Dr. Baker
Department of Education Policy and Leadership

Hours and Schedule: 10-20 hours per week
Position Length: August 2017-May 2018
Compensation: $12-15 per hour

Job Description:
This posting calls for a graduate student interested in obtaining research experience and skills particularly in the areas of higher education policy and finance. This student will work closely with Dr. Dominique Baker (Assistant Professor of Education Policy, Department of Education Policy and Leadership) on one or more research projects based on the student’s skills and interests. Possible projects are listed below. A listing of previous projects can be found on Dr. Baker’s website: www.dominiquebaker.com.

- Understanding how the framing of policies (such as affirmative action or In-State Residence Tuition) influences adoption
- Understanding how undergraduate debt influences students who have been in foster care
- Understanding how undergraduate debt influences the types of jobs students choose after graduation
- Understanding how much students borrow in Texas
- Exploration of interventions to reduce racial achievement gaps in colleges and universities

Duties and Responsibilities:
These will vary depending on the chosen candidate’s experience and interest but can include any of the following:

- Collection and management of qualitative and quantitative data of various types
- Coding of quantitative or qualitative data
- Analysis of quantitative or qualitative data using a variety of approaches
- Compiling and synthesizing existing literature on various research topics
- Assisting in project development, project management, research presentations, etc.

Required Qualifications:
- Bachelor’s Degree (any field)
- Strong academic record
- Interest in developing research skills

Preferred Qualifications and Skills:
- Research experience and/or training
- Strong written and oral communication skills
- Interest in higher education organizations, governance/administration or finance
- Experience with Microsoft Excel and/or statistical analysis programs
- Attention to detail
- Flexibility to work individually or as a part of a team
Graduate Research Assistant in Higher Education Organization, Governance and Finance
with Dr. Barringer
Department of Education Policy and Leadership

Hours and Schedule: 10-20 hours per week
Position Length: August 2017-May 2018
Compensation: $12-15 per hour

Job Description:
This posting calls for a graduate student interested in obtaining research experience and skills particularly in the areas of higher education organization, governance/administration, and finance. This student will work closely with Dr. Sondra Barringer (Assistant Professor of Higher Education, Department of Education Policy and Leadership) on one or more of her research projects based on the student’s skills and interests. Possible projects include:

- Mapping the connections between universities and other organizations (e.g., nonprofits and corporations) and the consequences of those connections for universities
- Understanding the scope and role of affiliated nonprofit organizations (e.g., alumni associations, foundations, and athletics associations) at colleges and universities
- Understanding the precursors to and consequences of college and university crises
- Understanding how colleges and universities differ in their commitment to interdisciplinary research and the consequences of those commitments
- Understanding inequality and stratification within and between colleges and universities in terms of their employment and compensation practices

Additional information on Dr. Barringer and her research can be found here: https://www.smu.edu/Simmons/AboutUs/Directory/EdLeadership/Barringer

Duties and Responsibilities:
These will vary depending on the chosen student’s experience and interest but can include any of the following:

- Collection, coding, and management of qualitative and quantitative data
- Analysis of quantitative or qualitative data using a variety of approaches
- Compiling and synthesizing existing literature on various research topics
- Assisting in project development, project management, research presentations, etc.

Required Qualifications:
- Bachelor’s Degree (any field) with a strong academic record
- Interest in developing research skills

Preferred Qualifications and Skills:
- Research experience and/or training
- Interest in higher education organizations, governance/administration or finance
- Strong written and oral communication skills
- Experience with Microsoft Excel, Access, and/or statistical analysis programs
- Attention to detail
- Flexibility to work individually or as a part of a team
Graduate Research Assistant in Higher Education Policy with Dr. Gándara
Department of Education Policy and Leadership

Hours and Schedule: 10-20 hours per week
Position Length: August 2017-May 2018
Compensation: $12-15 per hour

Job Description:
This posting calls for a graduate student interested in research experience, particularly in the areas of higher education policy and politics. The student will work closely with Dr. Denisa Gándara, (Assistant Professor of Higher Education, Department of Education Policy and Leadership) on one or more of the professor’s current research projects, which will be determined based on the student’s experience and interests. Potential research projects include statewide financial aid program designs, free community college (Promise) program impacts, and state-level performance-funding policy designs and impacts. More information about Dr. Gándara’s research can be found at www.denisagandara.com.

Responsibilities are contingent upon chosen candidate’s prior experience, skills, and interests and may include the following:

- Assistance in project development and/or management
- Compiling and synthesizing relevant literature on one or more research topics
- Data collection and management (qualitative and/or quantitative)
- Data analysis (qualitative and/or qualitative)
- Assistance in research presentation

Required Qualifications:
- Bachelor’s degree (in any field)
- Strong academic record
- Interest in developing research skills
- Strong written and oral communication skills

Preferred Qualifications:
- Research experience and/or training
- Interest in higher education policy and/or politics
**Education Fellow**  
The Commit! Partnership

**Hours and Schedule:** 20 hours per week.  
**Position Length:** August 2017 – May 2018 (exact dates flexible, depending on availability)  
**Compensation:** $14-16 per hour

**Job Description:**  
While 65 percent of regional jobs in 2020 will require education beyond high school, only 14 percent of public high school students in Dallas County graduate high school college ready. What if we, as a community, could jointly improve these odds for the 750,000+ students in Dallas County? The Commit! Partnership, the regional backbone for driving student educational achievement from cradle to career through the power of collective impact, has tasked itself and its partners with improving these odds throughout Dallas County.

Whether analyzing data to build a case for greater educational investment or publishing content for case studies or social media posts, there are a variety of opportunities for Fellows to make a difference. By joining the 25-person Commit! backbone staff, you will help drive student achievement in Dallas County from cradle to career while working with a close-knit, diverse team.

**Fellowship Duties:**  
The Fellowship is a paid, 20-week program. You will help drive one or more key projects based on your interests and Commit!’s needs. Potential roles could include:

- **Project Management:** Assisting with coordination for high-impact projects including: a college affordability campaign to increase the number of students that access financial aid and an innovative partnership between high schools and colleges that offers personalized reminders for high school seniors.
- **Developing Strategic Partnerships:** Identify, recruit, and support community organizations with raising awareness about pre-K to increase the number of students in Dallas County that enter elementary school kindergarten ready.
- **Marketing and communications:** Writing and editing content for educational case studies, blog posts, and social media updates. Past interns have helped develop and implement a comprehensive communications plan for both students and community partners to help build community momentum towards increasing college attainment.
- **Supporting Education Programs:** Conducting research and analysis and communicate our collective impact efforts in Early Childhood, Postsecondary Attainment, and Human Capital campaigns.

The internship will provide hands-on experience and exposure to the broader Dallas County educational community. Skills developed will be applicable to a variety of pursuits including education, business, and more.

**Preferred Qualifications and Essential Skills:**

- Strong academic record  
- Self-starter who can multitask and manage time effectively  
- Excellent oral and written communication skills; excellent quantitative skills a big plus  
- Flexibility to take on a variety of projects—including those involving data, writing, and research  
- Comfort with Microsoft Office products, specifically PowerPoint and Excel  
- Ability to work independently and collaboratively on a team  
- Humor, integrity, and patience  
- Belief in the power of education to improve the odds for all children in service of Commit!’s mission