Department of Student Affairs Administration (SAA)
SAA Research & Administration Graduate Assistantship – Position Description
2015-16

This GA experience will emphasize the following ACPA/NASPA Competencies:
  Advising & Helping and Assessment, Evaluation, & Research.

The SAA Graduate Assistant will have the following responsibilities (twenty hours per week):

1. SAA Research (50%)

   Under the supervision of SAA faculty, the GA will assist with research-related tasks to support
   the work and goals of the SAA Department. In general, this depends on what research projects
   receive funding and the areas of focus of the faculty. Specific tasks include:

   • conducting literature reviews of the academic, professional, or research literature
   • assisting with writing for publication
   • creating quantitative and qualitative research instruments in online survey site
   • conducting data collection and data analysis
   • exploring grant opportunities and writing actual grant proposals
   • identifying additional resources to enhance a research project
   • preparing materials for national and regional research presentations
   • preparing materials for courses, including finding appropriate course readings, designing
     assignments, assembling materials in online course site
   • preparing and conducting SAA specific assessment projects

2. SAA Administration (50%)

   Under the supervision of the Department Chair, the GA will be involved in the following
   departmental activities:

   • SAA Recruitment – assist with candidate visits and contacts
   • SAA Admissions – coordinate all aspects of the SAA Visit Day including communication
     with all the people involved, facility management, scheduling, and assessment
   • SAA International Initiative – assist with plans for new international initiatives
   • SAA Marketing – assist with management and creation of new aspects of the SAA
     website; explore departmental marketing options
   • SAA Alumni Relations – connect with SAA alumni and emeritus faculty
   • SAA General Support – assist with on-going SAA departmental processes as needed