



**TAYLOR**  
UNIVERSITY

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**Master of Arts in  
Higher Education**

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Graduate Assistantship  
Position Descriptions  
**Fall 2024**

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# Calling and Career Office

Position Title: Calling and Career Office Graduate Assistant

Supervisor: Jeff Aupperle (jeffry\_aupperle@taylor.edu)

Department: Calling and Career Office (CCO) - Student Development

## Brief Position Summary:

The CCO GA position will be shaped by the student's interests, experiences, and goals for growth; responsibilities will change in response to the GA's and office's needs. The CCO Graduate Assistant supports the overall mission and programs of the CCO. S/he participates in office and department meetings, advises students in 1-on-1 settings, fosters personal/professional development in students and CCO interns through presentations, and implements web-based tools for connecting with students.

## Key Responsibilities:

- Advise 30-40 students per semester in 1-on-1 meetings about majors, vocation, graduate school, and job/internship searches.
- Assist in planning and implementing CCO events (e.g., Internship and Career Fair, Professional Palooza, Etiquette Dinner).
- Provide vocation and career support, resources, and education to Taylor students through presentations in classes and other settings.
- Supervise CCO interns, meeting regularly to provide career mentoring and guidance in office projects.
- Participate in weekly staff meetings and bi-weekly intern meetings, including leading intern development opportunities each semester.
- Oversee web-based scheduling and outreach for CCO, including implementing web-based scheduling software and coordinating intern schedules.
- Coordinate and plan marketing for CCO events and announcements, including overseeing social media and working with design intern.

## A Day in the Life:

While each day can be a little different, they often include 30-minute meetings with students to advise them on topics like major selection or internship searches, as well as conducting mock interviews or resume reviews; working on various projects, such as creating initiatives for specialized student populations (e.g. international students or graduate degree-seeking students) or managing our scheduling and job software (Handshake); and meeting with the interns I supervise to talk about life or discuss office projects. In addition, I spend quite a bit of time getting to know the interns and the professional staff. At times, the semester will be busy with events like the annual Internship and Career Fair, while other times will offer opportunities to work on personal projects. Most office hours happen MWF from 9-5, but occasional evening events add variety to that schedule.

Stipend per Year: \$7,500 per year.

Employment Period: 2 years, July 31 – May 31.

Additional Information: CCO will provide financial support for the intern to attend 1-2 professional conferences per year (e.g., ACS D, NASPA, Dalton Institute)

# Global Engagement

Position Title: Global Engagement Graduate Assistant

Supervisor: TBD

Department: Spencer Centre for Global Engagement

## Brief Position Summary:

Gain experience with both operational and theoretical aspects of global engagement in a Christian higher education setting. Aid the Assistant Director of the Spencer Centre/Director of Off-Campus programs with interviewing students for study abroad, preparing and hosting pre-departure and debriefing meetings, conducting research, and participating in assessment of student learning outcomes related to study abroad. Work in conjunction with the Dean of International Programs/Director of the Spencer Centre in promoting campus-wide global engagement learning outcomes.

## Key Responsibilities:

- Participate in routine operations of the study abroad function.
- Advise students who have questions about studying abroad.
- Collaborate with the Director of Off-Campus Programs to facilitate pre-departure orientation meetings and re-entry debriefing sessions for study abroad students.
- Help deliver classroom presentations to market the study abroad programs
- Collaborate with Dean of International Programs on the Discover Program which brings Ecuadorian students to Taylor each February.
- Develop/enhance various communications strategies and processes for Off-Campus Programs.
- Assist with hosting international guests and program recruiters.
- Research current trends and best practices within the field.
- Take part in international crisis team meetings as needed.
- Assist Dean of International Programs with coordination of special contract programs (Discover, KWCS, Stranmillis).
- If qualified, assist the Dean of International Programs with aspects of the University's ESL program implementation.

## A Day in the Life:

A typical day in the life of the Global Engagement Graduate Assistant is usually spent working in the Spencer Centre for Global Engagement. Their time consists of meetings to advise students interested in study abroad or other Spencer Centre programs. He or she may also collaborate to discuss various Spencer Centre initiatives and programs. The Global Engagement GA observes the entire process of recruiting, processing applications, conducting pre-departure meetings, maintaining contacts, and conducting debriefing interviews, as well as various projects within the Spencer Centre as a whole. There are many variations he or she may experience on any given day.

Stipend per Year: \$8,000.

Employment Period: 2 years, July 31 - May 31.

## Additional Information:

Attend the annual NAFSA Region VI Conference in November or the annual Forum Conference in April.

# Honors Guild

Position Title: Honors Guild Graduate Assistant

Supervisor: Scott Moeschberger (scmoeschberger@taylor.edu)

Department: Honors Guild – Student Development

## Brief Position Summary:

This assistantship is a unique combination of student affairs and academic affairs. The opportunities that exist within the scope of this learning experience include co-curricular programming, overseeing student leaders, helping teach a discussion-based Honors Colloquium course and an intercultural learning course, managing the Honors Lodge, admissions recruitment and application process, budgeting, periodic assessment and reports, involvement with Honors faculty and assisting with courses and advising. Graduate assistants will also assist with planning and implementing logistics for a January study-abroad course.

## Key Responsibilities:

- Participate in department meetings and collaborate fostering community within Honors.
- Plan and host program events (examples include: cookouts, retreats, cohort events, special lectures, etc.).
- Oversee student leadership cabinet & admissions liaisons.
- Help with hosting and recruitment of prospective students.
- Review applications and conduct interviews with prospective students.
- Aid in bringing several speakers to campus to address the year's theme.
- Coordinate logistics for international trip during the month of January.

## A Day in the Life:

A day in the life of an Honors Guild Graduate Assistant is typically spent in the Student Development office. A typical day could include hosting prospective students, meeting or getting coffee one on one with members of the student leadership cabinet, and overseeing the weekly student leadership cabinet meeting that evening. During much of the year, a day in the office will be a balance of preparing for the annual international trip all freshmen honors students take during January, planning for Honors speakers, and coordinating a number of other events for students in the program. Because the director position is part-time, much of the work of the graduate student may be done during a flexible time window. The majority of working hours will be between 9am and 3pm Monday, Wednesday and Friday with the exception of the weekly student leadership cabinet meeting on a weekday evening and various events that occur throughout the year.

Stipend per Year: First year - \$8,500 and an opportunity to lead an international trip.

Second year - \$8,500 and free housing in the Honors Lodge.

Employment Period: 2 years, August 7 - May 31.

# MAHE Program

Position Title: MAHE Program Graduate Assistant

Supervisor: Skip Trudeau (sktrudeau@tayloru.edu) and Drew Moser (drew\_moser@taylor.edu)

Department: Higher Education and Student Development (MAHE)

## Brief Position Summary:

The MAHE Program Graduate Assistant supports the Program Chair and Assistant Directors in the administration of the program. She/he participates regularly in department meetings, assists with the recruitment and admissions processes, helps with student support services, and represents the program both informally and formally in various roles both on and off campus. The graduate assistant also serves as a liaison for the MAHE department, representing the students of his/her cohort to the department and representing the department to her/his cohort.

## Key Responsibilities:

- Support Program Chair and Assistant Directors in the administration of the program.
- Partner with other graduate assistant.
- Participate in department meetings.
- Plan and host program events: coffee nights, cookouts, retreats, etc.
- Serve as a student liaison between faculty and students.
- Help with marketing to and recruitment of prospective students.
- Assist in managing program social media.
- Interview program applicants and host Assistantship Interview Day.
- Assist in making student assistantship placements.
- Complete special projects as determined by Program Chair.
- Assist with Alumni Relations program.
- Aid in planning of biennial Higher Education Symposium.
- Complete regular assessment of program services.
- Coordinate logistics for the international trip.
- Provide on-site leadership during the international trip.

## A Day in the Life:

A day in the life of a MAHE Program Graduate Assistant is usually spent in the MAHE office, collaborating with Skip, Drew, and the other graduate assistant. The graduate assistant fulfills a variety of roles, utilizing different skill sets on different days based on present needs. For example, a typical Monday might include: meeting with various members of the MAHE department, corresponding with students and faculty via email, planning for Tuesday coffee night, scheduling a visit for prospective students, eating lunch in the campus center with other MAHE students, communicating with supervisors about current projects, and attending the bi-weekly department meeting. Additionally, projects will reflect the department's current focus, whether that is beginning the admissions season in the fall or preparing for Assistantship Interview Day in the spring. The graduate assistant's work day is typically between the hours of 9 am and 5 pm on Monday, Wednesday, and Friday—with occasional exceptions in between classes on Tuesday and Thursday or in the evenings.

Stipend per Year: \$8,000 first year, \$9,000 second year.

Employment Period: 2 years, mid-August - May 31.

Additional Information: MAHE GAs will work 5-10 hours/ week during J-Term, but this can be done remotely.

# Residence Life: On-Campus Apartment Discipleship

Position Title: Discipleship Graduate Assistant

Supervisor: Lyndsey Rupp Van Singel (lyndsey\_rupp@taylor.edu)

Department: Residence Life - Student Development

## Brief Position Summary:

The On-Campus Apartments Discipleship Graduate Assistant supports and contributes to the culture and community within the on-campus apartments along with the Hall Director and student leaders. He/she is responsible for assisting in the oversight of Discipleship staff, training and programs on campus. The graduate assistant also participates in planning, hosting, and sharing in Discipleship and Residence Life events. This position is extremely flexible and the responsibilities/oversight largely depends on the availability and number of GAs as a whole..

## Key Responsibilities:

- Serve on residence life and discipleship committees and meet regularly for committee work (consists of structuring DA class, hiring, training, etc.).
- Meet for supervision and development once a week with supervisor.
- Assist in training Small Group leaders in assigned residential living areas in conjunction with the campus pastor's office & Residence Life office
- Assist in creating a SGL manual and offer spaces for mentorship with small group leaders.
- Assist in ideating new discipleship programming: i.e., in-services, retreats, assessment, etc.
- Work in conjunction, as needed, with the Discipleship Coordinator and Hall Director for each building to promote the mission of discipleship.
- Assist in teaching at DA Student Training sessions (August and throughout the year)
- Co-teach monthly DA course in conjunction with Asst. Dir. for Residence Life Programs.
- Attend and co-lead monthly DC meetings with Asst. Dir. for Residence Life Programs.
- Connect 1-on-1 with DCs and DAs as time allows.
- The responsibilities of this position require the person to be available for on call responsibilities and at times transportation of a student using a University vehicle. This position will require the use of a personal cell phone and ability to drive a University vehicle.
- Serve in the on-call rotation for a week at a time as well as weekends throughout the semester
- Participate in weekly Residence Life meetings
- Participate in discipleship programming events in residential areas
- Submit reports as necessary to supervisor. Communicate as often as necessary to keep departments informed regarding problems, trends, concerns, and issues within the hall.
- Remains on campus to help close residence halls for each vacation period and returns to campus before the halls officially open after vacation periods.
- Remains on campus during Homecoming and Parents' Weekend, the first and last weekend of each semester and other weekends as noted on the weekend on call schedule.
- Lifting of 20 pounds, clerical, and organizational skills are needed. Some buildings require the use of climbing stairs.
- Accept additional responsibilities as directed by supervisor.

## A Day in the Life:

As with most residence life assistantships, each day has its own highlights and challenges. Monday-Wednesday-Friday are typically work-heavy days. For example, a typical Monday might include: going to chapel in the morning, meeting a student for lunch, going to the weekly residence life staff meeting, and meeting with other hall directors/graduate students. Evening responsibilities can include hosting events in your home, hanging out with students, or being generally available.

Stipend per Year: \$7,500 per year, plus housing and 7 meals per week provided, 5 meals a week for spouse.

Employment Period: July 31 - May 31.

Additional Information: You must be at Taylor during January Term (J-Term). This is a very independent role and it requires a need for flexibility in hours and schedule—be prepared to handle crisis and emergency situations.

# Residence Life: Swallow Robin Hall

Position Title: Discipleship Graduate Assistant

Supervisor: Lyndsey Rupp Van Singel (lyndsey\_rupp@taylor.edu)

Department: Residence Life - Student Development

## Brief Position Summary:

The Swallow Robin Hall Director manages, supports, and contributes to the culture and community within Swallow Robin Hall. Additionally, the Hall Director supports six student leaders in the hall, invests in staff development, and provides leadership for the hall. The Hall Director also manages administrative tasks that occur within the hall; such as front desk, budgets, hall maintenance, etc.

## Key Responsibilities:

- Coordinate a program of educational seminars, spiritual and social activities that serves to educate the whole student.
- Assist in directing all administrative functions within the residence hall: This includes conduct, hall operations, activities, budgets, front desk, maintenance, on-duty responsibilities and emergency operations.
- Counsel residents in the area of personal adjustment and conflict, intervenes in crisis situations.
- Assist in the selection, training and supervision of Personnel Assistants, Discipleship Assistants, and front desk manager.
- Remain available and visible to students. The residence hall director will serve as a liaison between students and other administrators.
- Submit regular reports of student situations to the Director of Residence Life Programs.
- The responsibilities of this position require the person to be available for on call responsibilities and at times transportation of a student using a University vehicle. This position will require the use of a personal cell phone and ability to drive a University vehicle.
- Serve in the on-call rotation for a week at a time as well as weekends throughout the semester
- Remain on call daily except during vacations when halls are closed.
- Remain on campus to close the residence hall for each vacation period and returns to campus before the halls officially open after vacation periods.
- Remain on campus during Homecoming and Parents' Weekend, the first and last weekend of each semester and other weekends as noted on the weekend on call schedule.
- Lifting of 20 pounds, clerical, and organizational skills are needed. The building requires the use of climbing stairs.
- Accept additional responsibilities as directed by supervisor..

## A Day in the Life:

A day in the life of the Swallow Robin Hall Director is usually spent in a variety of ways: meeting a student for a one on one, preparing for a staff meeting, interacting with students in the hall, or attending a PA or DA meeting. For example, a typical Monday might include: going to chapel in the morning, meeting a student for lunch, going to the weekly residence life staff meeting, meeting with other hall directors/GAs, and attending the personnel assistant meeting in the evening. The graduate assistant's work day varies depending on the day but is typically a mix of time spent during the day and evening throughout the week-- with occasional weekend events.

Stipend per Year: \$7,500 per year, plus housing and 7 meals per week provided, 5 meals a week for spouse.

Employment Period: July 31 - May 31.

Additional Information: You must be at Taylor during January Term (J-Term). This is a very independent role and it requires a need for flexibility in hours and schedule—be prepared to handle crisis and emergency situations.



# Taylor Student Organizations (TSO)

Position Title: Student Programming (Taylor Student Organization) Graduate Assistant

Supervisor: Steve Austin (staustin@taylor.edu)

Department: Taylor Student Organization (TSO) - Student Development

## Brief Position Summary:

The Student Programming (Taylor Student Organization) graduate assistant(s) assists the Director and Assistant Director of Student Programs, the TSO student Executive Cabinet, and individual TSO cabinets by creating, planning, and bringing to life both large-scale and small-scale campus programs and events. Each TSO GA is given the responsibility to supervise one of the TSO student cabinets as their own team to supervise and develop. Individual cabinet assignments depend on the graduate student's interests and goals. TSO GAs work with both Executive Cabinet students and their own individual cabinet President and team members, resulting in high student contact, high relational work, leadership developmental and spiritual formation opportunities, and informal and formal coaching. Prepare for working with some amazing students, having a meaningful supervisory role, being a part of dynamic and diverse teams, empowering and educating students, and receiving formal and informal training and mentoring.

## Key Responsibilities:

- Arrive a week before the student team in August to undergo graduate assistant training.
- Assist Director and Assistant Director in facilitating TSO Executive Cabinet August training.
- Teach/coach formally and informally.
- Supervise your own TSO cabinet/team and the student president of that cabinet.
- Create both large-scale and small-scale campus programs and events (2 -3 per month).
- Mentor students on both Executive Cabinet and individual TSO cabinets.
- Have responsibility and freedom for creativity within your cabinet
- Attend weekly Executive Cabinet meetings and individual cabinet meetings.
- Meet weekly with individual student presidents to plan events, check on individual cabinet operations, and care for the overall well-being of the president and team.
- Receive training, support/challenge, formational and developmental coaching, and support and care from Director and Assistant Director.

## A Day in the Life:

A day in the life of a Student Programming (TSO) graduate assistant can vary between GAs. GAs are given freedom as to how to organize their weekly office hours. These hours can be spent in a variety of ways either in the commons area of the Taylor University Campus Center, in the TSO offices, or off-campus in student meetings. Most days for a TSO GA only require work until 5 pm, with the exception of evening Executive Cabinet, individual cabinet, or one-on-one student meetings. A majority of TSO events and programming take place in the evenings or on weekends; a good portion of time in the evenings and weekends should be committed to putting on events.

Stipend per Year: \$7,500 per year.

Employment Period: 2 years, July 31 - May 31.

## Additional Information:

A major part of the philosophy of the Taylor Student Organization office is that we are a teaching-learning office. Not only do we ask our students to take the posture of both teachers and learners, but the Director of Student Programs and graduate assistants are expected to take this posture as well. Be willing to both teach informally (and formally) and learn.

# Taylor World Outreach (TWO)

Position Title: Taylor World Outreach Graduate Assistant

Supervisor: Kiplangat C Bii (kpbii@taylor.edu)

Department: Taylor World Outreach (T.W.O.) - Student Development

## Brief Position Summary:

The World Opportunities Graduate Assistant plans educational events for the Taylor student body to engage with local and global social justice issues. Throughout the year there are multiple events he/she will be responsible for planning. He/she assists in selecting, training, and supervising 2 student leaders who help plan the events. In addition, the graduate assistant leads a cabinet of 10-15 students who join the World Opportunities cabinet.

## Key Responsibilities:

- Recruit, interview, and select two student co-directors.
- Provide leadership for two student co-directors throughout the year.
- Assist in the recruitment and leadership of the social justice cabinet.
- Coordinate the World Opportunities events (2 each semester).
- Plan 2-3 events in the fall.
- Fundraise for various initiatives to educate the campus on various issues.
- Provide leadership for bi-weekly TWO cabinet meetings.
- Provide leadership on the TWO cabinet retreats.
- When a global crisis occurs, educate the campus body and provide opportunities to respond (prayer, service, advocacy, financial giving, etc.).

## A Day in the Life:

The World Opportunities Graduate Assistant can be found in the Taylor World Outreach office, located in the Student Center, alongside his/her fellow graduate assistants. The graduate assistant is responsible for planning events with students to educate the student body on relevant social justice issues. In the fall, the graduate assistant typically plans 2 events (Empty Bowls and an Immersion trip). In the spring, the graduate assistant plans the World Opportunities events, along with an additional spring event. This role is exciting because it allows the graduate assistant to use creativity and discernment to decide what events to plan. The graduate assistant's workday is typically between the hours of 9 am and 5 pm on Monday, Wednesday, and Friday, with occasional events in the evenings/weekends.

Stipend per Year: \$7,500.

Employment Period: 2 years, July 31 - May 31.

