



## Graduate Assistants Competencies

**1. Leadership-** Influencing, motivating, and enabling others to contribute toward the effectiveness and success of the organizations of which they are members.

- Advising Groups and Organizations
- Teamwork/Collaboration
- Theory into Practice (Knowledge of Student Development Theory and other theories related to the student's area)
- Teaching/Presenting -Instructing Students
- Mentoring (Values- based Education, Supervision)
- Critical Decision-making (Including Crisis Management)
- Student-Centered Services (Representing Student Concerns)

**2. Administration-** Identifying and applying resources to advance divisional or departmental-based mission, goals, priorities, and initiatives.

- Budget & Resource Allocation (Financing of Higher Education: Maintain working knowledge of how major sources of revenue are obtained and managed within an institution.)
- Time Management/Prioritization
- Technology Skills - Application of Technology
- Assessment/Evaluation
- Policy Interpretation
- Supervision-Scheduling, Organization
- Organization Culture (understanding core values)

**3. Programming-** Developing, marketing, administering, and evaluating programs that meet the needs of one or more constituents of the NIU community.

- Theory into Practice
- Assessment/Evaluation
- Technology Skills
- Teaching/Presenting
- Planning, Production and Marketing

**4. Communication-** Utilizing effective formal and informal communication skills in oral and written form. Written communication includes both electronic communication (e.g., appropriate, effective use of e-mail and website materials) and printed communication (e.g., reports and handouts).

- Interpersonal Skills
- Teamwork/Collaboration Skills
- Conflict Resolution/Mediation
- Technology Skills-effective use of technology-dialogue through electronic means
- Written Communication
- Public Speaking/Presenting

**5. Professional Identity-** Developing a clear sense of individual values and goals in relation to the field of Student Affairs (or the graduate assistant's chosen field). Includes intentionally selecting professional development activities that further their personal knowledge and skill set.

- Exercising Autonomy
- Adhering to Ethical Standards of the Profession
- Volunteer outside of work/job description
- Networking
- Goal Planning
- Knowledge of Current Issues in Student Affairs
- Seeks Intention Professional Development
- Awareness of Regional, State and National Issues

**6. Diversity/Inclusion-** Understanding of diverse populations and how myriad perspectives (such as identity, acculturation, and world view) may influence the work we do.

- Individual growth and awareness
- Promote and develop awareness in others
- Design and Promote inclusive learning environments
- Inclusive of all, regardless of: race, color, religion, sexual orientation, gender, disability and non-traditional status (including veterans)
- Mindful of international environment