BeVocal Graduate Assistant

2018-2019

BeVocal is housed in the UT Austin Wellness Network and Counseling and Mental Health Center (CMHC). This position will provide support for BeVocal: The Bystander Intervention Initiative of The University of Texas at Austin. BeVocal is a university-wide initiative to promote the idea that individual Longhorns have the power to prevent high-risk behavior and harm. BeVocal builds on the existing expertise of campus centers and departments at UT Austin and unifies these with consistent messaging and content. This means that while the issue or type of harm may vary in context, the promotion of intervention, the action steps, potential barriers and many resources will be consistent across issue areas. Our hope is that the reinforcement of bystander intervention by our campus partners will increase the odds of a UT student intervening to prevent harm as well as create a culture of caring for each other's well-being.

Job Responsibilities:
1. Assist with publicizing and leading BeVocal Facilitator Trainings
2. Create and manage BeVocal emails and MailChimp messaging
3. Develop content and strategies to engage and interact with partners via social media
4. Assist in coordinating logistics for all things BeVocal related
5. Request data from campus partners about students' exposure to BeVocal
6. Attend and participate in BeVocal strategic planning meetings
7. Providing mentorship to the BeVocal Student Organization
8. Assist with administrative functions related to role
9. Maintain records of all activities and archive materials
10. Assist in the planning of the Leading & Learning Conference
11. Other duties as assigned

Required Qualifications:
- Must be enrolled as a graduate student taking at least 9 hours per long semester while employed by the Counseling and Mental Health Center
Preferred Qualifications:

- Previous experience working on bystander intervention
- Detail-oriented, consistent, and reliable work ethic
- Familiarity with Qualtrics
- Currently pursuing a graduate degree in social work (administration and policy practice emphasis), educational administration, educational psychology or closely related field
- Experience working within student affairs or closely related field
- Comfort and experience with organizing and facilitating trainings
- Comfort and experience with working with diverse groups of students, staff, faculty and administration. Ability to facilitate difficult dialogues across differences and experience levels. Comfort with discussing intersectionality as it relates to forms of harm.
- Ability to identify needs of participants and tailoring programming to meet these needs
- Ability to multi-task and working in a self-directed capacity with a sense of fun and humor!

Benefits:

- Part-time position (20 hours/week) at an hourly rate of $14.43/hour
- UT Health Benefit starting September 1st
- Flexible hours and a supportive working environment

Terms of Employment:

- BeVocal Graduate Assistant will be an employee of CMHC and adhere to all CMHC policies.
- Position runs from August 20th – August 31st for training (Not Eligible for UT Health Benefits) and September 1st – May 31st, 2019 (with UT Health benefits) with potential for continuing through the summer and following year.
- On-site training will be provided on all BeVocal specific materials and content*

To apply, send resume, letter of interest, along with a list two references (either faculty and/or professional) by June 29, 2018. Competitive candidates will be contacted for an interview.

Please submit application materials via e-mail to:
Marian Trattner
BeVocal Coordinator
mtrattner@austin.utexas.edu