Position: Graduate Assistant, Center for the Skills & Experience Flags

Job Description:

The Graduate Assistant will assist the Center for the Skills & Experience Flags (CSEF) in communicating with students, instructors, and others in the UT community. The Graduate Assistant will create content to circulate on social media in order to help students understand why the Flags are an important part of a UT degree, to highlight exciting Flagged courses and outstanding Flag instructors, to advertise Flag events and opportunities, and to celebrate the 10th anniversary of the Flags. The Graduate Assistant will therefore engage in a variety of program-related projects, including the following:

- Maintain CSEF social media accounts
- Write spotlight stories and create content for social media posts about CSEF events, exemplary instructors, featured courses, student experiences, etc.
- Collaborate with the CSEF team to conduct surveys and/or focus groups to hear from undergraduate students about their Flag experiences
- Work with Curriculum Specialists to share content from CSEF guest speakers or special events on the CSEF pedagogy resource pages on Canvas
- Assist in advertising and hosting CSEF events and opportunities
- Other projects as necessary

Qualifications:

A qualified applicant will:

- Be enthusiastic about supporting the Flag curriculum, including cultural study, ethics, writing, quantitative reasoning, and independent inquiry
- Have strong written and oral communication skills
- Be experienced in creating and writing content for social media
- Meet enrollment requirements (at least 9 hours in fall 2019) as UT student in good standing
Terms of Employment:

We are hiring for one 20-hour/week paid position for the fall 2019 semester, starting September 1 and ending January 15, with the possibility of continuing in the spring 2020 semester. The position is compensated at $15/hour. Hours are flexible within regular business hours.

Graduate student employees will be required to present original and unexpired documents from the List of Acceptable Documents to prove identity and authorization to work in the United States. Students must be registered and paid for the semester they are appointed for work before their work assignments can be approved.

Benefits:

Graduate students must be enrolled for at least nine hours in the semester employed. Health insurance benefits are provided. No tuition assistance is available for this position. Out-of-state graduate students can qualify for in-state tuition with an appointment of 20-hours/week. For additional information on student employee benefits, please see the UT Human Resources website.

To apply:

Interested applicants should submit a letter of interest and a resume, along with the names and contact information for two references, to Dr. Brooke Rich at brooke.rich@austin.utexas.edu by 8am on Monday, July 1. Candidates may also submit a relevant writing sample if desired.

About the Center for the Skills & Experience Flags:

The Center for the Skills & Experience Flags (CSEF) fosters excellence in courses across disciplines and supports instructors as they teach students to think critically, write cogently, engage in inquiry and discovery, examine ethical questions, and learn about
other cultures. CSEF supports the Flags by working with faculty to set and implement standards for Flag courses across the university, providing faculty support and resources to encourage teaching excellence in Flag courses, supporting and coordinating efforts to identify and develop courses across the curriculum that satisfy the Flag requirements, and assessing student learning in Flag courses. To learn more about the Flags and CSEF, visit https://ugs.utexas.edu(flags).