Position Description
The Strategic Communication Graduate Assistant is a 20 hour/week appointment created to assist with Strategic Communication programming within the Sanger Learning Center at the UT Austin. The appointment will be for the 2018 spring semester, and may possibly extend into the summer of 2018.

Strategic Communication programs are run by Courtney Sviatko, Learning Specialist, and a staff of student-educators. These student-educators include Outreach and Communication Specialists, who deliver academic skills presentations across campus, and Senior Outreach and Communication Specialists, who consult with students in the Public Speaking Center. The Graduate Assistant will serve as a resource to the Strategic Communication student-educators and Learning Specialist, and assist with many aspects of the programs.

This position provides the Graduate Assistant with opportunities to learn about and gain experience with mentoring and training student-educators, exposing students to useful study strategies, marketing services to the university community, and assessing the effectiveness of programming.

Pay
The wage for this position is $15/hour with benefits. Cost of tuition is not included in this assistantship.

Duties
The Graduate Assistant will work closely with the Strategic Communication Learning Specialist, Courtney Sviatko, to determine how the 20 hours will be spent each week and in what capacities the Graduate Assistant can be of most service to the Sanger Learning Center and Strategic Communication programs. Potential duties may include but are not limited to the following:

- Attend Strategic Communication staff training, meetings, and events, as required
- Assist with planning and leading trainings for Strategic Communication staff
- Conduct observations of speech consultations and outreach presentations as assigned and provide feedback based on provided evaluation form
- Learn all outreach programming and fill requests as necessary to keep up with demand
- Provide direct support to UT students through consultations in the Public Speaking Center
- Assist with assessment projects for Strategic Communication programs
- Assist with administrative tasks, such as: managing outreach requests; sending staff policy and procedure reminders; maintain attendance and assessment records; preparing materials for programs; other tasks as assigned
Professionalism Expectations

- Honorably represent UT’s Mission, Purpose, Values and Honor Code
- Perform duties according to the highest standards of ethical conduct
- Communicate frequently with supervisor) about any issues, scheduling changes, needs, etc.
- Check email and cell regularly for communication from Courtney and/or other staff members
- Maintain professional boundaries with student-educators
- Arrive for all assigned hours on time and ready to work
- Protect the confidentiality of student information

Application Process

Please submit the following documents to Courtney Sviatko at courtney.sviatko@austin.utexas.edu no later than November 10, 2018.

- Resume
- 1-page letter of interest
- Academic Transcript(s)- unofficial is fine

Qualified applicants will be invited for an interview.

Questions?

For more information about the Sanger Learning Center, visit our website: ugs.utexas.edu/slc

Feel free to email Courtney Sviatko with any questions.