

Graduate Assistant of Transition Initiatives

Hiring Department: New Student Services

Supervisor: Kayleigh Damphousse **Application Deadline:** [TBD]

Hours per week: 20 hours per week at \$16.00 hourly rate. Up to \$6,144 per long semester based on hours actually worked. Maximum of 384 hours paid per long semester.

Length of appointment: One year, with possible second year renewal. (By academic long semester with option to renew for a total of 4 long semesters if mutually agreed by student and supervisor.) Option to begin in August may be available. Pending availability of funding within the department, the position may be eligible for a title change (temporary position) during the summer months of June, July, and August which would include hourly wages, though the benefits package is not offered.

POSITION OVERVIEW

The Office of New Student Services prepares new students for a successful transition to The University of Texas at Austin. New Student Services (NSS) has graduate student positions during the academic year. Working with full-time student affairs practitioners within the department, the GA will assist with the transition initiatives that take place throughout the year for key populations of students, as well as co-supervise an orientation student committee during the summer. This GA will also assist in the programming needs of [Bevo Buddy!](#), which matches student leaders with incoming students and prepares engaging on and off-campus events. The GA will also assist in general office duties and collaborating with campus partners in order to deliver programs for first-year students.

DUTIES AND RESPONSIBILITIES

- Assist in the planning of on and off campus events for students part of *Bevo Buddy!* that allow students to connect with one another, learn about campus resources, and explore Austin
- Attend in-person monthly meetings with Bevo Buddy Leaders
- Recruit, interview, and train student staff, *Bevo Buddy Leaders*
- Provide editing assistance with website and publications materials
- Track Bevo Buddy engagement through assessment and outreach.
- Attend New Student Services staff meetings
- Meet weekly with your supervisor for one-on-one meetings
- Assist with special assignments within the New Student Services area, the Dean of Students Office, and the Division of Student Affairs.
- Working conditions: May work around standard office conditions; repetitive use of a keyboard at a workstation; use of manual dexterity; lifting, moving and standing.

QUALIFICATIONS

- Must be an enrolled graduate student (taking at least 6 hours). Preference will be given to Master's and Ph.D. students in the College of Education's Higher Education Administration program
- A desire to work with and mentor students of first year students
- Previous experience with coordinating student programs/events

- Demonstrated ability to work autonomously and as a team member
- Positive, adaptable, motivated, and student-focused
- Demonstrated verbal and written communication skills
- Flexible to work some weekend and evening hours during orientation and extended orientation programs
- Other experience/skills as relevant to specific position responsibilities

STUDENT LEARNING ASSOCIATED WITH THIS POSITION

This position is an excellent opportunity for a graduate student who is interested in engaging in the academic and social success of incoming undergraduate students. The GA will enhance and/or acquire the following learning opportunities:

1. Understand and apply student development theory to the practice of Student Affairs within higher education;
2. Engage in mentoring and/or coaching working relationships with professional practitioners;
3. Apply critical thinking skills towards effective decision-making, time management, planning, budgeting, and program evaluation;
4. Employ verbal and written communication skills, including scholarly writing when completing projects and assignments;
5. Learn and apply facilitation strategies that educate new students on topics such as campus safety, bystander intervention, peer leadership, etc.
6. Be able to articulate personal leadership skills and act with professionalism and integrity while managing conflict and working collaboratively with teams.