



# The University of Texas at Austin Housing and Dining

## POSITION DESCRIPTION

The Graduate Assistant for Living Learning Communities (LLCs) & Academic Initiatives position in Residence Life is responsible for supporting the Manager for Living Learning Communities and Academic Initiatives. This person will be primarily responsible for assisting with the development and programming of various LLCs as well as other academic initiatives offered through Residence Life. This person will interface frequently with departments and stakeholders across campus that work with Residence Life through Living Learning Communities. This position may also provide leadership and co-supervision of specific LLCs.

## ROLE BREAKDOWN/ESTIMATED WEEKLY HOURS (20 TOTAL)

- Support and assist the Manager of LLCs and Academic Initiatives with the Living Learning Communities program. Serve as the main point of contact for 1-3 LLCs. - 8 hours
- Create and implement comprehensive assessment plan for the LLC program. - 4 hours
- Support and assist academic initiatives for the residence halls (Faculty Connections, learning center partnerships). - 4 hours
- Serve on departmental/university committees to collaborate on departmental goals/initiatives. - 3 hours
- Presenting small-and large-scale programs, activities, and trainings for students and staff. - 1 hour

## REQUIRED QUALIFICATIONS

Applicant must have completed a Bachelor's degree and be accepted into a graduate program at The University of Texas at Austin.

## PREFERRED QUALIFICATIONS

Preference will be given to Master's and Doctoral students in the Department of Educational Leadership and Policy as well as graduate students with experience and/or background in Housing and Residence Life.

"I love interacting with students from diverse backgrounds across 13 different LLCs, getting their feedback and taking initiatives to improve their learning and development."

**Graduate Assistant (2021-22)**

"My largest growth area has been managing all the LLCs and coordinating with all campus partners and colleagues to give the best support to the students in the Residence Halls."

**Graduate Assistant (2021-22)**

"Through this position, I was able to work closely with many different departments across campus who serve as Campus Partners for our Residence Halls."

**Graduate Assistant (2020-21)**

# GRADUATE ASSISTANT FOR LLCs & ACADEMIC INITIATIVES

## APPOINTMENT

This graduate appointment is a \$17.75/hour, 20 hours per week, 9-month assignment starting September 1st – May 31st with an additional summer appointment starting July 11th - Aug. 31st, 2024. Summer appointment is non-benefits eligible, paid, 40-hours a week assignment. UT Student Academic position insurance benefits package will be included during the academic year. *Driving a UT vehicle is considered a marginal task and employees will be asked to complete the driving requirements.*

## ADDITIONAL BENEFITS

- On-campus meal plan
- Professional development funds (\$750 per academic year) available to attend a regional or national conference (requires supervisor approval)
- Master's and Doctoral students in the Department of Educational Leadership and Policy may qualify for in-state tuition
- Eligibility for insurance benefits package during the academic year

## WORK HOURS

Work a maximum of 20 hours per week as required by all graduates at The University of Texas at Austin. Second year graduate students may work up to 25 hours. Hours to be scheduled between 10 AM and 5 PM, Monday–Friday, with some evening and prescheduled weekend hours.



"This GA position is the perfect platform to cultivate my ambitions and gives me first hand exposure to students' experiences on campus."

**Savneet Bains (2022-23)**

- **If you are a potential graduate student in the Department of Educational Leadership and Policy, please participate in the graduate assistant selection process.**

**All other candidates, please send resume, letter of interest, and references to the Residence Life Professional Staff Selection Committee at [resliferecruitment@austin.utexas.edu](mailto:resliferecruitment@austin.utexas.edu)**