



The University of Texas at Austin Housing and Dining

GRADUATE ASSISTANT FOR STUDENT LEADERSHIP DEVELOPMENT

POSITION DESCRIPTION

This position is responsible for supporting the University Residence Hall Association (URHA). This person will be directly supervised by the Manager for Student Leadership and Engagement and work closely with the manager to co-advise URHA. This position will assist in advising the planning of various student-involved events on campus. This person will advise URHA executive board members and will attend UT Austin student leader delegations at regional and national conferences as an advisor.

ROLE BREAKDOWN/ESTIMATED WEEKLY HOURS (20 TOTAL)

- Direct advising of URHA, including attending UHRA meetings and completing 1:1 meetings with executive board members - 9 hours
- Support and assist the Manager for Student Leadership and Advising with development and implementation of student leadership opportunities for Residence Life - 3 hours
- Indirect advising duties, including long-term preparation for state, regional, and national student conferences - 3 hours
- Plan leadership retreats, create opportunities for leadership development and team building, and share resources with Residence Hall Council members and advisors - 2 hours
- Serve on departmental/university committees to collaborate on departmental goals/initiatives - 2 hours
- Attend Residence Life and Residential Education meetings - 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 the people that I work with within URHA because they are so ecstatic and full of energy. I can tell they really care about the leadership positions they are in, and I am excited to keep working with them in the future."

Graduate Assistant (2021-22)

"I chose this Graduate Assistantship because I felt this would take me where I want to be professionally, which partly involves working in the university environment and starting in a staff position."

Graduate Assistant (2020-21)

"There is nothing like pinpointing how a student and a team can shine and where their needs are the greatest, and then being the support that gets them there. This position allows you to do just that."

Graduate Assistant (2018-19)

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 are to be scheduled between 10 AM and 5 PM, Monday-Friday, with some evening and prescheduled weekend hours.



"I enjoy working with all my students in ensuring that URHA is running at its best and fullest capacity. I also like playing an advisory role to the students considering that is one of the things I envision doing in a career later on."

Evan Weinstein (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**