



The University of Texas at Austin Office of Admissions

Office of Admissions Access & Inclusion Graduate Assistant Position

Brief Job Summary

The Access & Inclusion Graduate Assistant will support the efforts of the Office of Admissions with the goals of recruiting and enrolling historically excluded populations. The primary responsibility of the Access & Inclusion Graduate Assistant will be to lead facilitation of inclusive dialogues within the Office of Admissions staff members, including our Texas Student Recruiter groups, as well as other inclusion and equity building professional development opportunities. In addition, the graduate assistant will also help staff with event planning and programming to help in recruiting and enrolling historically excluded populations.

Responsibilities

- Develop content and facilitate inclusive dialogue/conversations within Office of Admissions staff, including with student groups such as the Texas Student Recruiters.
- Lead the identification, development, and execution of inclusion and equity building professional development opportunities and sessions
- Participate and assist with maintaining a Diversity and Inclusion Action Plan for the Office of Admissions.
- Assist with research on DEI initiatives at peer institutions as it relates to Enrollment Management and Admissions staff DEI efforts and DEI efforts for prospective/admitted students.
- Co-lead focus groups on the recruiting experiences of Black/African American and Latinx students as part of an ongoing qualitative research study.
- Deliver general admissions presentations, as needed, and provide support with answering general admissions questions through the general admissions inbox, phone support, and chat support.
- Assist with all other Access & Inclusion initiatives, including event planning logistics with our prospective and admitted student programming
- Project a positive image of UT by observing proper personal decorum during all contact with prospective and admitted students, their families, and high school officials

Required Qualifications

- Student must be a currently enrolled, full-time master's or doctoral student for the Fall 2021 and Spring 2022 semester in the College of Education's Program in Higher Education Leadership or a related program.
- Knowledge and commitment to an access, inclusion, equity, and anti-racist framework.
- Experience with and comfortability engaging with Black/African American, Latinx, and other students and staff from diverse backgrounds.
- Ability to assess the needs and interests of persons from diverse social, ethnic, and cultural backgrounds in terms of admissions recruitment and staff development.

Preferred Qualifications

- Demonstrated professional flexibility, ability and willingness to take on responsibilities.
- Ability to communicate effectively, both written and verbally.
- Self-motivated, with a systematic and extremely prepared work style, and the ability to meet deadlines.
- Ability to learn and work independently, as well as collaboratively with a team.
- High level of professionalism when working with others and when attending various Office of Admissions and university meetings.
- Experience working with undergraduate admissions, advising, counseling, and/or recruiting high school and/or college students.
- Proficient use of Microsoft Office suite.
- Experience with research and/or assessment methods.
- Experience speaking with small and large audiences.
- Experience with event planning.

Terms of Employment

- 9-month position with an hourly rate of \$15.00, starting August 2021 with 20 hours per week. An earlier start date in July may be an option.
- Work hours negotiable around class schedule. Although most work will be conducted between our standard business hours of 8 a.m.-5 p.m., events and activities will require work on evenings and weekends throughout the year.
- Summer appointment pending funding availability/needs of office
- 2-year commitment preferred

To Inquire or Apply:

Please direct inquiries, a resume, and list of at least two (2) references to:

Veronica Pecero, Ph.D.
Associate Director for Access & Inclusion
veronica.pecero@austin.utexas.edu