



The University of Texas at Austin

College of Natural Sciences

Texas Interdisciplinary Plan (TIP) Scholars Program Graduate Assistant Position (1 Position)

The TIP Scholars program is a cornerstone community within the College of Natural Sciences at the University of Texas at Austin. TIP supports student success by providing in-house integrated academic advising, peer mentors, reserved seats in linked courses, a dedicated student space, and collaborative study sessions. Many of the TIP Scholars are from historically excluded populations or are the first in their families to attend college.

TIP Scholars is seeking a 20-hour a week graduate assistant that has interest in leadership development, program development, academic support, student engagement and supervision.

Required Qualifications

- Full-time enrollment as a graduate student, taking at least 9 hours
- Proficient in Microsoft Office, specifically Excel
- Intermediate background with data & data management
- Ability to take initiative in an environment that is face paced and student facing
- A strong desire to work with historically excluded students who've had limited resources.
- Some experience in teaching and or leading workshops

Duties & Responsibilities

- Collaborate as a member of the TIP Scholars team and the College of Natural Sciences
- Assist with training and development of student leaders in the Peer Leadership Programs
- Provide program support and co-teach a first year seminar class
- Provide academic and support to students in one-on-one meetings and group sessions
- Collaborate with staff and students for ongoing program assessment and improvement
- Attend TIP & CNS staff and development meetings, programs, activities, and events
- Primarily serve as the coordinator for the Collaborative Study Program
- Routinely collaborate with TIP Faculty to improve TIP Scholar efforts
- Lead efforts in recruitment and selection of new peer leaders
- Research and create professional development opportunities for peer leaders
- Provide data assessments of peer leadership programs
- Other duties as assigned



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Preferred Qualifications

- Detail-oriented, consistent, and reliable work ethic
- Currently pursuing a graduate degree in educational administration, social work, educational psychology or closely related field
- Previous experience working with higher education program development or closely related field
- Previous experience working with student programming and event planning
- Previous experience organizing and facilitating trainings
- Comfort working with diverse groups of students, staff, faculty and administration. Ability to facilitate difficult dialogues across differences and experience levels.
- Ability to identify needs of participants and tailoring programming to meet these needs
- Ability to multi-task and work in a self-directed capacity

Terms of Employment

- Employment period is for Fall 2020-Spring 2021 with the option to renew if mutually agreed by student and supervisor. Option to begin during summer of 2020 may be available.
- Approximately 20 hours per week during both Fall and Spring semesters, standard work hours between 8am – 5pm, some evening hours may be required.
- Monthly gross salary is approximately \$1,200 plus health benefits.

Benefits of Employment

- Opportunity to work in an engaging environment that supports students holistically
- Qualification for in-state tuition rates
- Comprehensive insurance benefits (September 1st – May 31st)
- Eligibility for an “A” parking permit or garage parking permit (if available)

Hiring Process

If you are a potential graduate/doctoral student in higher Education, please participate in the graduate assistant selection process organized by the College of Education. All other candidates are encouraged to submit a cover letter and resume to the email address listed below to be considered for the position.

Hiring Inquiries

For questions about the position please reach out to the position supervisor, Charles Gee the Senior Student Program Coordinator for TIP Scholars. He can be reached via email at charles.gee@austin.utexas.edu.