



Graduate Assistantship – Office of Student Success and Recruitment

College of Education Mission

The mission of the College of Education is to recreate the landscape of education and health by providing research-based programs to prepare leaders who empower tomorrow's citizens as lifelong learners, develop and disseminate knowledge, contribute innovative ideas, and to leverage the strengths of a diverse society.

Position Duties

Recruitment Responsibilities

- Conduct information sessions for prospective students and families interested in the College of Education.
- Conduct information sessions for current UT students interested in transferring into a major in the College of Education.
- Work with the recruitment team to plan recruitment activities such as: off-campus high school and community college visits, and hosting on-campus school trips to UT Austin.
- Attend annual Texas Association of Future Educators conference for high school students to recruit prospective teacher certification majors.
- Participate in UT Austin's Admissions Office events in Austin and other major cities across Texas.
- Coordinate and execute efforts to increase the number of freshmen enrollment which may include a phone bank project or a post card campaign.

Success Responsibilities

- Provide advising support for students visiting the Student Affairs Office in SZB 216.
- Meet with a caseload of POWER students twice a month to track their progress, offer one-on-one support and motivation, and collect faculty forms. POWER is the College of Education's program for students on academic probation (below a 2.0 GPA).
- Teach a one-hour weekly seminar for students on academic probation every semester. Lesson planning for this seminar will be left to your discretion but you may utilize materials from previous semesters.
- Partner with a TRIG (Transfer Interest Group) mentor to help plan and facilitate a weekly non-credit seminar for external transfer students.

Other Duties

- Provide input for recruitment and retention initiatives.
- Other duties as assigned/needed

Required Qualifications:

Must be currently enrolled as a full-time graduate student (taking at least 9 hours) in the Master's Program in the Department of Educational Leadership and Policy.

Preferred Qualifications:

The successful candidate will have a strong desire to work with undergraduate students and to have a positive impact on recruitment and retention; ability to utilize concepts of student development in program planning; experience working with diverse student populations; and other experience and skills as relevant to specific position responsibilities. Transportation preferred.

Terms of Employment:

Nine-month position (20 hours per week)

Salary is hourly, \$12.70/hr and 20 hrs a week; approx.. \$1143/month

Hours to be scheduled between 8:00 a.m. and 5:00 p.m., Monday–Friday, with some evening and prescheduled weekend hours.

Contact:

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