



The University of Texas at Austin  
**Engineering Student Life**  
*Cockrell School of Engineering*

## **GRADUATE ASSISTANT POSITION DESCRIPTION**

### **Office Overview**

The Engineering Student Life (ESL) office supports and shapes current undergraduate and graduate students in the Cockrell School by providing opportunities for students to build community and develop important leadership skills. We place a strong emphasis on teaching teamwork, ethics and communication throughout our programs. We believe that graduates from the Cockrell School are tomorrow's leaders and need chances to develop these skills during their time at The University of Texas at Austin.

Our mission is to provide opportunities for undergraduate and graduate engineering students to

- Create and have ownership over the community within the Cockrell School
- Explore a broad array of interests and activities within Engineering topics
- Develop important leadership skills with an emphasis on ethics, teamwork, and communication

We do this through a variety of programs, as well as supporting over 80 engineering student organizations.

### **Graduate Assistant – Duties and Responsibilities**

- Work closely with Engineering Student Life team
- Attend Engineering Student Life and Cockrell School of Engineering meetings, and support programming activities and events
- Serve as a point of contact for Engineering Student Life's 80+ student organizations
- Meet one-on-one and in small group settings to advise student leaders of student organizations
- Assist with the facilitation of monthly student organization president meetings including developing content
- Coordinate, create and present on different workshops for student leaders
- Create and facilitate programs designed for leadership development and community development among student organization leaders
- Assist in creating and maintaining systems to facilitate structures for student organizations
- Assist in assessing large-scale programs and evaluate future needs for engineering students (both undergraduate and graduate students)
- Other duties as assigned

The Graduate Assistant position in Engineering Student Life is new, so the ideal candidate would be someone who takes initiative and is looking to create a position in which they can have a high impact on students.

### Preferred Qualifications

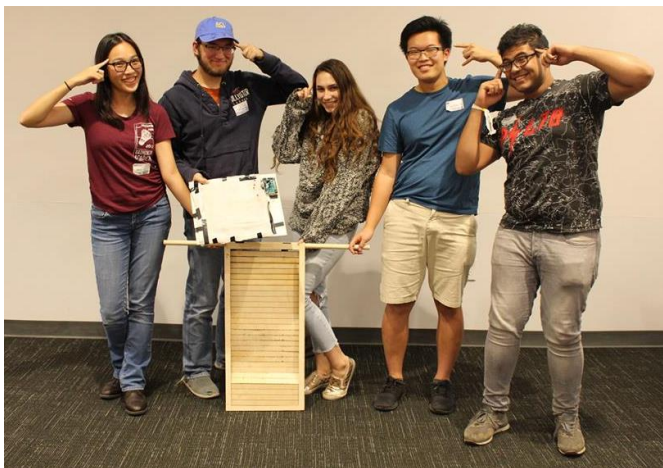
- Experience working with student organizations (including as an undergraduate)
- Experience mentoring students
- Experience in program and event planning
- Strong one-on-one communication and large group presentation skills
- A desire to help students leaders learn and develop
- Flexibility and creativity
- A desire to work in a diverse environment
- Must have completed a Bachelor's degree and be accepted into a graduate program (taking at least 9 hours) at the University of Texas at Austin
- Having a degree in engineering is NOT required

**Compensation:** 20 hours per week at \$15 hourly rate. Working times are flexible with standard office hours of 8 AM to 5 PM. Other possible times may include evening or weekend work, scheduled with reasonable advance notice.

**Length of appointment:** Aug 2021 – May 2022

**Application Deadline:** Open until filled.

**To Apply:** Please send resume to:  
Alyson Bodner, Director of Engineering Student Life, at [alysonbodner@austin.utexas.edu](mailto:alysonbodner@austin.utexas.edu)



A team competing in the Safety Day Make-a-Thon



Engineering Week (E-Week) Kick-Off