



The University of Texas at Austin

Longhorn Center for Academic Equity

Graduate Assistant

Position Overview:

The Longhorn Center for Academic Equity is hiring a Graduate Assistant who can help building and sustain innovative student success initiatives, advise and counsel first-year college students. This is a leadership position that offers administrative experience, particularly in program planning, implementation, management, and evaluation. A strong desire to work with underrepresented, low-income, and first-generation college students is required for these positions.

The Longhorn Center for Academic Equity is one of the largest learning communities at the university, working with 2,000+ undergraduate students. We are a fast-paced, innovative, and entrepreneurial center with 10 full-time staff members, 8 part-time graduate assistants, and 30+ undergraduate tutors, mentors, student associates, and interns. We empower students personally, professionally, and academically to become innovative, productive, and global citizens who are committed to social responsibility.

Application Deadline: Rolling basis

Hiring Department: Division of Diversity & Community Engagement

Supervisor: Dr. Tiffany Lewis, Assistant Vice President, DDCE

Length of Assignment: Nine-month position, with starting dates in mid-August continuing through May.

Hours per week: Approximately 20 per week

Stipend: Up to \$1,290 per month (plus option for insurance)

Duties and Responsibilities:

- **Academic Coaching:** Assist students with choosing the right courses for their degree plan and help students find an appropriate major relative to their career aspirations.
- **Success Coaching:** Host office hours and work with students on an as needed basis on personal issues that may come up during the school year (e.g., familial, financial, social, etc.).
- **Program Coordination:** Work with *at least one* of several programs/initiatives depending on interest and need in one of the following areas:

- Provide support for First Generation Student Initiatives. a new initiative for first generation college students
- Provide support for the Fearless Leadership Institute, a leadership institute for women
- Provide support for the Heman Sweat Center for Black Males
- Provide support for the Monarch Scholars Program for undocumented students
- Provide support for the University Coop Internship program
- Provide support for the Explore Law program for pre-law students from underrepresented populations
- Work with the TRiO McNair Scholars program to prepare low-income, first-generation, and underrepresented students for doctoral degrees
- Global Leadership and Social Impact (Study Abroad Initiatives)
- Lead large-scale social events for the Center's 2,000+ students
- Evaluation & Assessment: Conducts evaluation and write reports regarding the center's impacts and success.

Required Qualifications:

- Must be a currently enrolled full-time graduate student in any discipline (taking at least 9 hours)
- Strong desire to work with underrepresented, low-income, and first-generation college students
- Strong desire to lead on issues related to equity, access, and social justice
- Excellent written and oral communication skills

Preferred Qualifications:

- Teaching or facilitation experience at any level (K-12 or adult learners)
- Experience working with diverse populations and/or low-income communities
- Project planning, implementation, and management skills
- Proven organizational skills and strong interpersonal approach
- Ability to work in a fast-paced, innovative, and entrepreneurial environment
- Attention to detail