Graduate Assistant Job Opening
August 2019–May 2020

The Longhorn Center for Community Engagement is seeking a Graduate Assistant to support student service programming efforts. The Graduate Assistant will work on the Student Engagement team and primarily serve as an adviser to the student participants of Alternative Breaks, a social justice-focused program that sends groups of students across the nation to explore and serve in a specific issue area. This person will be focused primarily on delivering the education curriculum, and ensuring the creation of community among participants. In addition, this person will have a significant role in programming and advising for signature events, ongoing programs, and community outreach efforts in the LCCE.

PRIMARY DUTIES

- Provide guidance to LCCE student leaders as one of the advisers for Alternative Breaks. Facilitate development of students’ leadership, communication, teamwork, and reflection skills. Support students with knowledge about event planning and volunteer coordination.
- Update and implement community-building curriculum for all program participants.
- Update and implement education (values and issue-based) curriculum for all program participants.
- Support trip logistics, by attending trip meetings, building relationships with trip leaders, and connecting them to appropriate partners.
- Manage an undergraduate intern who will support AB structure, online presence, and assessment.
- Attend weekly general and executive team meetings on a rotating basis in conjunction with full-time LCCE staff.
- Provide support for the LCCE’s signature programs, development efforts, and marketing initiatives, including the UT Volunteer Fair and Tower Awards.

DISTRIBUTION OF DUTIES

- 50% direct advising, curriculum development, and implementation.
- 25% student engagement program support, meetings, professional development opportunities, DDCE events.
- 10% communication and outreach.
- 10% reflection, planning, and prep work.
- 5% other duties as assigned.

QUALIFICATIONS (Required)

- Experience, either as a student leader or professional, planning and implementing service events and programs.
- Professional demeanor.
- Excellent organization and time-management skills.
- Ability to work in a team-based structure, but carry out work independently.
- Excellent interpersonal, written and verbal communication skills.
- Must remain in good standing with the university as a Graduate student.
QUALIFICATIONS (Preferred)

- Experience developing and implementing large-scale student service programs and events.
- Nonprofit or community organizing experience, specifically in the area of outreach or client/constituent relations.
- Flexibility to work outside of traditional hours.
- College student advising experience.
- Bilingual.

TERMS OF EMPLOYMENT

- Nine month position, beginning September 1 and continuing through May 31
- Half-time position (20 hours) at a salary of $12.20 an hour
- Flexible schedule, with some evening and weekend hours required for student meetings and service events.

BENEFITS OF EMPLOYMENT

- Qualification for in-state tuition rates
- Comprehensive insurance benefits package
- Eligibility for "A" parking permit or parking garage permit (if available)

APPLICATION

Interested applicants should submit a letter of interest, resume, and three references to Anabella Tarango, Program Coordinator for Student Engagement Programs at LCCE to:
anabella@austin.utexas.edu

diversity.utexas.edu/communityengagement