STUDENT POSITION DESCRIPTION
GRADUATE ASSISTANT (GA) FOR NEW STUDENT SERVICES

Hiring Department: New Student Services
Supervisor: NSS Staff Member
Hours per week: 20 hours per week at $13.54 hourly rate. Up to $5,200 per long semester based on hours actually worked. Maximum of 384 hours paid per long semester.
Length of appointment: One year, with possible second year renewal. (By academic long semester with option to renew for a total of four long semesters if mutually agreed by student and supervisor.) Option to begin in August may be available. Pending availability of funding within the department, the position may be eligible for a title change (temporary position) during the summer months of June, July, and August which would include hourly wages, though the benefits package is not offered. This position will have scheduled offices hours between 8 a.m. – 5 p.m. Monday through Friday with periodic night and weekend hours. This position will qualify the GA for in-state tuition rates, a comprehensive insurance benefits package and eligibility for “A” parking permit or parking garage permit (if available).

POSITION OVERVIEW

New Student Services (NSS) prepares new students for a successful transition to The University of Texas at Austin. New Student Services has one available graduate assistant (GA) position for Horns Helping Horns during the academic year. Working with full-time student affairs practitioners within the department, the GA will assist in the operation for the Horns Helping Horns program which serves students who are financially independent. Often these students are foster care alumni, have been recently homeless, or have some sort of circumstance where they lack parental or familial support. The GA will work with a coordinator to meet with students in the program on a regular basis and host monthly meetings and other program functions. The GA will also be primarily responsible for creating marketing materials both for members as well as to stakeholders and donors. The GA will also have the opportunity to collaborate with campus partners in order to deliver programs for first-year students.

DUTIES AND RESPONSIBILITIES

- Assist with the Horns Helping Horns program in terms of logistics and assisting students
- Help plan and implement monthly meetings for the students
- Plan and execute mentor and champion training with the coordinator to train our stakeholders
- Be the primary person to plan and execute service projects and socials each semester
- Draft and design the monthly newsletter for students and stakeholders
- Design and edit marketing materials using graphic design platforms (i.e. Canva)
- Manage communication with students on social media channels
- Create and manage the student birthday cards process throughout the year
- Assist with writing e-mails, reports, goals, and learning outcomes
- Provide general office duties such as filing, managing phone calls, and reception of guests
- Meet with students for their semesterly check-ins and meet with students on a case by case basis to provide them with resources
- Create and collaborate on the End-of-Year Report for the program that will be used for reporting purposes
- Attend New Student Services staff meetings on a weekly basis (if schedule allows)
- Meet weekly with your supervisor for one-on-one meetings (meetings may move to bi-monthly pending projects and updates with supervisor)
- Attend monthly communications meetings (if schedule allows)
- Discuss and present on the program during trainings, departmental meetings, university stakeholder meetings, and possibly at conferences
• **Working conditions:** May work around standard office conditions; repetitive use of a keyboard at a workstation; use of manual dexterity; lifting, moving and standing.

• Administer surveys and track program related data

**QUALIFICATIONS**

• Must be an enrolled graduate student (taking at least 9 hours). Preference will be given to Master’s and Ph.D. students in the College of Education’s Higher Education Administration program

• A desire to work with and mentor students of diverse backgrounds

• Previous experience with coordinating and/or assisting with student programs/events

• Demonstrated ability to work autonomously and as a team member

• A self-starter, motivated and able to stay focused through multi-tasking

• Experience with Macintosh computer hardware and software or the ability to learn applications quickly

• Demonstrated verbal and written communication skills

• Flexible to work some weekend and evening hours

• Other experience/skills as relevant to specific position responsibilities

**STUDENT LEARNING ASSOCIATED WITH THIS POSITION**

This position is an excellent opportunity for a graduate student who is interested in engaging in the academic and social success of incoming undergraduate students. The GA will enhance and/or acquire the following learning opportunities:

1. Understand and apply student development theory to the practice of Student Affairs within higher education;
2. Engage in mentoring and/or coaching working relationships with professional practitioners;
3. Apply critical thinking skills towards effective decision-making, time management, planning, budgeting, and program evaluation;
4. Employ verbal and written communication skills, including scholarly writing when completing projects and assignments;
5. Learn and apply knowledge about the foster care system and homelessness to assist students and inform stakeholders.
6. Be able to articulate personal leadership skills and act with professionalism and integrity while managing conflict and working collaboratively with teams.

Email a resume, cover letter and three references to Paige Muehlenkamp at paige.muehlenkamp@austin.utexas.edu to apply.