NOW HIRING: GRADUATE ASSISTANT FOR STUDENT TRAINING AND DEVELOPMENT

UNIVERSITY UNIONS OVERVIEW:

The mission of the University Unions is to enhance the student experience and to enrich campus life by providing cultural, educational, social, and recreational programs as well as related goods and services to the campus community.

POSITION OVERVIEW:

The Graduate Assistant for Student Training and Development will be an integral member of the Student Programs staff and will gain experience in developing learning outcomes; facilitation; leadership development and career readiness; program development, implementation, and evaluation; budget management; communication and collaboration.

LENGTH OF ASSIGNMENT:

9-MONTH POSITION, STARTING IN MID-AUGUST

HOURS PER WEEK:
APPROX. 20/WEEK, MONDAY-FRIDAY (SOME EVENING & WEEKEND HOURS REQUIRED)

STIPEND BASED ON HOURLY WAGE:
$1,100/MONTH PLUS IN-STATE TUITION & INSURANCE*

*FOR ACADEMIC YEAR: SEPT 1-MAY 31
UNIVERSITY UNIONS

STUDENT TRAINING GRADUATE ASSISTANT

ESSENTIAL JOB FUNCTIONS:

- Responsible for the University Unions student employee annual training curriculum and implementation. Work in conjunction with the Director of Student Programs and area supervisors to:
  - Use data driven best practices to identify learning outcomes
  - Establish, publish, and maintain a student employee training manual
  - Manage logistical details for at least one department-wide training per semester
  - With department managers identify and coordinate area-specific training
- Work closely with Student Programs on planning and executing annual retreats/training for Campus Events + Entertainment (E+E) officers
  - Coordinate monthly professional development workshop calendar for E+E officers; work with campus departments to coordinate workshop facilitators as needed
  - Facilitate development of students' leadership, communication, teamwork, and reflection skills. Support students with knowledge about event planning and volunteer coordination
- Provide curriculum and facilitation support for the Freshman Leaders in Progress (FL!P) program, a leadership development program for first-year students

REQUIRED QUALIFICATIONS:

- Must be a currently 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
- Interest in student learning outcomes and program assessment
- Ability to adapt and manage multiple duties simultaneously
- Excellent written and oral communication skills
- Experience with Macintosh/PC hardware and software, including mobile devices

PREFERRED QUALIFICATIONS:

- Experience with student training, including creation, implementation, and evaluation
- Experience and comfort with leadership development
- Proven organizational skills and strong interpersonal skills
- Ability to make independent, ethical decisions using good judgment

WEBSITE:
UNIVERSITYUNIONS.UTEXAS.EDU

SUPERVISOR:
JENNIFER ZAMORA,
DIRECTOR, STUDENT PROGRAMS