

STUDENT EMERGENCY SERVICE: ADVOCATE GRADUATE ASSISTANT POSITION DESCRIPTION

Hiring Area: Student Emergency Services (SES) in the Office of the Dean of Students

Supervisor: Kelly Soucy, Director of SES

Application Deadline: As Advertised

Compensation: 20 hours per week assignment at \$13.54 hourly rate. Maximum of 384 hours paid per long semester.

Length of appointment: By Academic Long Semester with option to renew for a total of 4 long semesters if mutually agreed by student and supervisor. Option to begin in August may be available.

POSITION OVERVIEW

Serve as a Confidential Advocate in Student Emergency Services by providing case management to students who have been impacted by interpersonal violence. This will include addressing academic, financial, residential, mental health, and safety related concerns. The person in this position will be a non-mandatory reporter, which means they are not required to report incidents of sexual assault, relationship violence, stalking, sexual harassment, or gender discrimination to the University for investigation.

- Hours to be scheduled between 8:00 a.m. and 5 p.m., Monday through Friday, with some prescheduled evening and weekend hours
- Qualification for in-state tuition rates
- Comprehensive insurance benefits package (September - May)
- Hands-on work in student personnel field, providing excellent work experience

DUTIES AND RESPONSIBILITIES

- Provide 1:1 private advising and intervention to students impacted by sexual assault, dating/domestic violence, sexual harassment, stalking, gender discrimination, or any other Title IX incidents.
- Coordinate and process student accommodations, including professor notifications, emergency funds, and temporary housing.
- Collaborate closely with campus partners, such as student affairs offices and academic units, to ensure a comprehensive and holistic approach to student needs and crisis services.
- Connect students with appropriate referral services within the campus and Austin community.
- Manage and update case records and documentation.

QUALIFICATIONS

- Currently enrolled graduate student (Master's or Ph.D.) in related fields such as educational psychology, student affairs/higher education, mental health, or social work.
- Demonstrate an understanding of interpersonal violence, crisis management, and student resources.
- Experience working with diverse student populations.
- Ability to exercise a high level of discretion, and uphold privacy and confidentiality of student records.
- Excellent oral and written communication skills, and ability to work independently in a fast-paced environment.

STUDENT LEARNING ASSOCIATED WITH THIS POSITION

1. **Humanitarianism and Civic Engagement** – Gain an understanding and appreciation for individual differences, and develop a sense of global citizenship.
2. **Intrapersonal/Interpersonal Development** – Be able to articulate your personal talents, skills, values and act with integrity while managing conflict and working collaboratively with teams.
3. **Personal and Professional Competence** – Learn to communicate effectively, pursue goals and maintain wellbeing.
4. **Learning, Application, and Integration** – Acquire, process, and connect information to make decisions.
5. **Critical Thinking and Problem Solving** – Learn how to identify issues, reflect, and creatively develop solutions.

HIRING PROCESS: Fall 2021

- If you are a potential graduate/doctoral student in higher education, please participate in the graduate assistant selection process organized by the College of Education.

Please contact Kelly Soucy, kelly.rifenbark@austin.utexas.edu or 512-471-5017, if you have questions.