

STUDENT EMERGENCY SERVICE: UT OUTPOST GRADUATE ASSISTANT (GA)
POSITION DESCRIPTION

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

Supervisor: Will Ross, Coordinator for UT Outpost

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, based on funding, for a total of 4 long semesters if mutually agreed by student and supervisor.

POSITION OVERVIEW

Serve as the UT Outpost Graduate Assistant in Student Emergency Services-SES, including managing the operations of the UT Outpost – food pantry and career closet, assist with the marketing and outreach of the program, and supervise student volunteers

- Flexible hours to be scheduled between 10:00 a.m. and 7 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
- Hands-on work in food insecurity, food safety management, inventory management, and program management.

DUTIES AND RESPONSIBILITIES

- Program Management – Oversee the operations of the UT Outpost to address food insecurity and support students impacted by financial hardships.
- Work with student organizations and campus partners to fulfill the mission of the UT Outpost and sustainability of resources.
- Recruit, organize and manage student volunteers to assist with daily operations, food drives, clothing drives, tabling events, promotions, and any other program or budget needs.
- Working remotely/independently at the UT Outpost.
- Marketing materials – Assist with maintaining website updates and marketing regarding the UT Outpost.
- Assessment – Assist with leading evidence-based training and assessment that addresses food insecurity and financial hardships in a college population.
- Marginal/Incidental functions - Other related functions as assigned.

QUALIFICATIONS

- Graduate student (master's level preferred).
- Demonstrate an understanding of financial related issues among college students, and food insecurity.
- Experience partnering with student organizations.
- Experience working with diverse 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.
- Demonstrated organizational, administrative, listening and problem solving skills.

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. **Business Management** – Gain skills in managing day-to-day operations, inventory management, assessment, budgeting, and volunteer staff coordination.
3. **Personal and Professional Competence** – Learn to communicate effectively, pursue goals and maintain wellbeing.
4. **Food Safety** – Learn how to manage food safety and maintain health code standards.
5. **Learning, Application, and Integration** – Acquire, process, and connect information to make decisions.
6. **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.