Graduate Assistant: Dean of Students Ambassador Program

DESCRIPTION
Assist in the management of the Dean of Students Ambassadors, known as the Dean’s Squad (see description below). Coordinate the recruitment, hiring, training and supervision of the Dean’s Squad student staff team. Extensive in-person, email and telephone contact with students, faculty, and staff. Assist with the administration of services and resources for student organization members, leaders and advisors. Assist with special projects and administrative tasks for the Student Activities area of the Office of the Dean of Students.

The Dean’s Squad is a team of paid student ambassadors responsible for outreach and marketing on behalf of the Office of the Dean of Students. Dean’s Squad Leader responsibilities include tabling, giving presentations, representing the department at special events, and general departmental support.

Additional professional development opportunities are provided based upon the interest of the graduate assistant. This may include event consultations with student organizations, responding to student demonstrations, planning special events, and attending campus seminars/conferences. Our goal is to provide an experience for the next generation of student affairs professionals.

DUTIES AND RESPONSIBILITIES
• Supervise the Dean’s Squad, including recruiting, hiring, training, scheduling, and evaluating student staff
• Assist with management of outreach events and initiatives such as tabling, special events, presentations and campus kiosks
• Consult with student organizations on event planning and institutional rules
• Coordinate biweekly Officer Orientation presentations for student org leaders
• Assist with office-wide functions, including demonstration response on campus
• Track and manage the Dean’s Squad budget
• Other duties as assigned

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

PREFERRED QUALIFICATIONS
• Excellent written and oral communication skills
• Proven organizational skills and strong interpersonal skills
• Interest and knowledge in the development of services and programs that support student organizations, individual student leaders, and campus involvement
• Ability to utilize concepts of student development in program planning, supervising, and administrative duties
• Experience working with student staff
• A desire to work with college students and a commitment to diversity and social justice issues
• Other experience/skills as relevant to specific position responsibilities
TERMS OF EMPLOYMENT

1) 9-month position beginning September 1, 2019
2) 20 hours/week at an hourly rate of $13.54
3) Hours to be scheduled between 8:30 a.m. and 5 p.m., Monday through Friday, with some prescheduled evening and weekend hours
4) Preference to become a two-year assistantship

BENEFITS OF EMPLOYMENT

1) Qualification for in-state tuition rates
2) Comprehensive insurance benefits package (based on enrollment during summer)
3) Hands-on work in student personnel field, providing excellent work experience
4) Eligibility for “A” parking permit

INSTRUCTIONS TO APPLY

1) Resume
2) Cover letter
3) Three professional references

Please submit application materials via email to stacy.neumann@austin.utexas.edu

Position supervisor: Stacy Neumann, Coordinator of Student Activities, Office of the Dean of Students