



The University of Texas at Austin
Student Activities
Office of the Dean of Students

Graduate Assistant: Dean's Squad Public Health Ambassador Program

DESCRIPTION

Student Activities in the Office of the Dean of Students is hiring one Graduate Assistant who will assist in managing the Dean's Squad Public Health Ambassador Program. Coordinate the recruitment, hiring, training, and supervision of the Dean's Squad student staff team. In-person, remote, 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. This team will support and educate the university community by providing public health resources, promoting healthy behaviors, promoting social norms, and assisting and answering questions for COVID-19 reopening and operation. The team will also serve the Office of the Dean of Students and UT Austin community in various capacities, including but not limited to representing DoS at activities/functions and supporting a registered student or sponsored student organization.

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, events, presentations
- Schedule Dean's Squad members as need for campus events
- Assist administration with campus, local and government regulations, such as stay-at-home orders, masking requirements, physical distancing and gatherings
- Track and manage the Dean's Squad budget
- Encourage face mask/covering usage
- Assist in the distribution of face mask
- Ensure the Dean's Squad members have the appropriate health educator training and information to promote the UT guidelines for re-opening and operating during COVID-19
- Support student freedom of speech, expression and assembly on campus
- Other administrative 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, 2021
- 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 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

All other candidates please submit résumé and cover letter to:

Cheryl Le Gras
Director, Student Activities
Office of the Dean of Students

The University of Texas at Austin
1 University Station A5800
Austin, TX 78712-0175

Or via email to: Cheryl.legras@austin.utexas.edu