



STUDENT POSITION DESCRIPTION

Graduate Assistant: Org Development and Recognition

DESCRIPTION

Student Activities in the Office of the Dean of Students is hiring one Graduate Assistant who will help coordinate development and recognition programs for 1000+ student organizations. The Graduate Assistant will be responsible for creating and facilitating development workshops and identifying innovative ideas to increase student organization engagement. The Graduate Assistant will be responsible for the day-to-day administrative tasks related to student organization development. The Graduate Assistant will supervise a student staff team to support initiatives. The Graduate Assistant will work both independently and collaboratively with full-time professional staff, student organization leaders and advisors, and campus partners to achieve program goals.

Additional professional development opportunities are provided to the student based upon the interest of the graduate assistant. This may include advising student organization leaders on policy, responding to student demonstrations, and attending campus seminars/conferences. Our goal is to provide an experience for the next generation of student affairs professionals.

DUTIES AND RESPONSIBILITIES

- Supervise student staff team including recruiting, hiring, training and evaluating
- Provide technical support for the department's software programs
- Create, implement and facilitate student organization development workshops and skill development.
- Supports learning and development and training programs.
- Assist with the facilitation of public assemblies, demonstrations, and outdoor events.
- Assist with benchmarking data with other peer institutions on various topics.
- Assist in creating marketing plans to promote student activities programs and services
- Facilitate LMS (learning management system) calendaring of everyday training needs as well as ad-hoc training needs.
- Assists with planning and execution of student organization recognition programs, meetings, and celebrations.
- 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

- Experience working as a student leader with program planning background (including experiences as an undergraduate and/or graduate student)
- Excellent written and oral communication skills
- Proven organizational skills and strong interpersonal skills
- 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 prescheduled evening and weekend hours
- 4) Remote and face-to-face hours
- 5) Potential 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 (names, addresses and phone numbers)

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