



STUDENT POSITION DESCRIPTION

Graduate Assistant: Student Organization Center (SOC)

DESCRIPTION

Student Activities in the Office of the Dean of Students is hiring one Graduate Assistant who will assist in managing the Student Organization Center (SOC), a high-volume student services office serving registered student organizations. Assist with the supervision and training of undergraduate student staff. The position has extensive in-person, e-mail, and telephone contact with students, faculty, staff, businesses, and alumni. Assist with the administration of services and resources for student organization members, leaders, and advisers. Assist with special projects and administrative tasks for the Student Activities area of the Office of the Dean of Students. 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 advisers, 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

- Assist with the management of the operations of the Student Organization Center (SOC) including phone services, navigating reservation systems, and managing the SOC inbox.
- Assist with supervision of a team of undergraduate student staff, providing support including, but not limited to interviewing, training, staff meetings, and performance evaluations, etc.
- Clarify institutional rules and consults with registered student organizations.
- Assist with the coordination and review of the new organization application process.
- Effectively utilize technology and software systems.
- Assists, with the facilitation and supervision of public assemblies, student demonstrations, and outdoor University programs.
- Serve on Student Activities, Dean of Students, and Division of Student Affairs committees and teams.
- Assists with general supervision, in special projects in Student Activities, the Office of the Dean of Students, and the Division of Student Affairs.
- 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) 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