



The University of Texas at Austin  
**Electrical and Computer  
Engineering**  
*Cockrell School of Engineering*

## **ECE Undergraduate Advising - Graduate Assistantship**

### **ECE Undergraduate Advising Office:**

The mission of the Electrical and Computer Engineering (ECE) Undergraduate Advising Program is to promote academic excellence by being a responsible partner in the development of ECE students' higher education pursuits, resulting in students who lead the world in technology and innovation.

Texas ECE is a top-ranked program in the country and the largest department in the Cockrell School of Engineering at UT Austin with 1,600 undergraduate students. The ECE Advising Office is a dynamic advising team that was recently awarded the 2019 NACADA Outstanding Program award and is a previous recipient of National Advisor's Administrator Award. Most recently, the ECE Advising team has been awarded the following; James W. Vick Outstanding Advisor, Cockrell School of Engineering Outstanding FIG Mentor of the Year, UT's Outstanding FIG Mentor of the Year, Academic Counselors Association's Taking Initiative to Create Positive Change Award.

### **Program Responsibilities:**

- Assist with one-on-one advising sessions, 4-year degree planning, and Interactive Degree Audit Reviews, and drop in advising
- Contribute to programs designed for specific student populations: Transfer students, New Student Orientation, at-risk students and students on academic probation, and prospective students
- Assist with programming directed toward Retention and URM Student Development and Persistence
- Participate in Professional Development opportunities, college-wide meetings, and ECE department recruiting events
- Facilitate two weekly Interest groups for either ECE Freshmen or Transfer students

### **Required Qualifications:**

Must be a currently enrolled graduate student (at least 9 hours) in the College of Education's M.Ed. in Higher Education Leadership Program.

### **Preferred Qualifications:**

The successful candidate will have a strong desire to work with undergraduate students in a student-facing role and have a positive impact on student retention. The candidate should have the ability to utilize concepts of student development in program planning, counseling, and administrative duties; experience working with diverse student populations; other experience/skills as relevant to specific position responsibilities.

### **Terms of Employment:**

Two-year commitment preferred; Fall and Spring Semesters

Hourly wage: \$13.50 an hour; 20 hours per week

Flexible hours to be scheduled between 8:00am and 5:00pm. Monday-Friday with a possibility of a few pre-scheduled evening and weekend hours.

### **Contact:**

Yesenia Roman, Senior Academic Advisor

Electrical and Computer Engineering

[yroman@austin.utexas.edu](mailto:yroman@austin.utexas.edu)