



**Position:** Graduate Assistant

**Hiring Office:** First-Year Experience (FYE) Office, School of Undergraduate Studies

**Supervisor:** Jeffrey Mayo, Assistant Director

**Hours:** 20 hours per week

**Wages:** ~\$15 per hour. 20 hr/wk appointment qualifies the graduate assistant for UT health insurance options and eligibility for an [in-state tuition entitlement](#).

**Employment Period:** Fall 2021 (September 1, 2021 – January 15, 2022). Opportunity to continue in Spring 2022 and 2022-2023 academic year.

**About Transfer-Year Experience (TYE) Program:** Nearly 1 in 4 undergraduate students at UT Austin started their path toward a four-year degree at a different institution. TYE supports these students through their academic transition to UT Austin. Services include learning communities, transfer-only courses, mentorship, research, and a statewide leadership summit. TYE aims to build academic skill sets, peer networks, and resiliency within the transfer student population.

**Description:** The primary responsibility of the Graduate Assistant (GA) will be the coordination of a living learning community for first-year transfer students. The GA will collaborate with Housing staff to program workshops, socials, faculty interactions, and campus events. This LLC is an opportunity to help shape a program and directly support students. Additional duties include assistance with event planning and management, core curriculum audits for new transfer students, and/or qualitative and quantitative data analysis. The GA may also provide general support for the First-Year Experience Office.

**Overview of Responsibilities:**

- Coordinate academic, developmental, and social programs for a new Transfer Living-Learning Community for 20 to 25 first-year transfer students. Develop formative and summative assessment to inform programming and measure learning outcomes. Directly support students during their transition to campus and collaborate with Housing staff on residential components.
- Support TYE staff with the Transfer Student Leadership Summit planning and management. Utilize assessment data from previous Summits to improve upon learning outcomes and continue to grow in the event's participation and program offerings.



The University of Texas at Austin

## Transfer-Year Experience

*School of Undergraduate Studies*

- Evaluate new transfer student transcripts to determine progress through core curriculum requirements. Gain experience with online academic advising platforms.
- Analyze survey and interview data to inform the development of transfer-student support programs. Identify potential obstacles to successful academic transition and help develop data-informed support services.

**Learning Outcomes:** The TYE GA will gain program development and problem-solving experience within an academic support unit; the opportunity to apply related coursework in their direct work with students; training in assessment and research methods; and hands-on experience applicable to a wide-range of fields within higher education administration.

**Interests, Skills, and Background:** Preference will be given to applicants with experience or interest in student development, advising, event planning, or facilitating student leadership or development workshops. Background in student information systems, data analysis, and/or public speaking is a plus.

**Application instructions:** If you are a potential graduate/doctoral student in the Program for Higher Education Leadership, please participate in the graduate assistant selection process organized by the Department of Higher Education Leadership and Policy.