



The University of Texas at Austin Graduate School

THE GRADUATE SCHOOL 20-HOUR GRADUATE ASSISTANT POSITION

POSITION WILL WORK TO SUPPORT THE DIRECTOR FOR GRADUATE RECRUITMENT AND STUDENT SUPPORT INITIATIVES.

Job Responsibilities:

RECRUITMENT & RETENTION

- Manage recruitment event schedule
- Track inquiries and serve as contact for prospective graduate students
- Work collaboratively with graduate programs to update relevant materials/information
- Conduct research to support recruitment and outreach
- Represent the University at recruitment events and on campus presentations
- Manage various projects in support of recruitment of new graduate students

EVENT MANAGEMENT

- Assist in the planning and logistics of large-scale Graduate School events
- Conduct research to support new graduate students
- Prepare metrics analyzing the success of events
- Manage various projects in support of new graduate students

Required Qualifications:

- Knowledge and experience of effectively using a variety of virtual platforms
- Ability to serve a diverse student population and the University of Texas community
- Strong oral and written communication skills
- Ability to think critically and problem solve complex situations
- Status as a graduate student enrolled in at least 9 hours per long semester

Preferred Qualifications include:

- Formal education and/or experience in any field(s) related to:
 - Higher Education Administration
 - University Admissions
 - Enrollment Management
 - International Relations
- Familiarity in working in a higher education setting or large institutional structures
- Ability to travel in and out of the state of Texas
- Driver's license

Terms of Employment:

- Four-and-a-half-month assignment starting September 1, 2021 and continuing through December 2021. Possible renewal for Spring 2022, dependent on performance and/or at the discretion of the Director.
- Half-time position (20 hours/week) at an expected rate of \$20 an hour
- Hours are expected to be completed during Graduate School operating hours [8 a.m. - 5 p.m.]
- Some travel may be needed

Graduate Assistant Job Benefits: The selected candidate will become benefits eligible and qualify for the in-state tuition rate during the course of employment.