Graduate Assistantship for BBA Diversity & Inclusion Initiatives
University of Texas at Austin McCombs School of Business – BBA Program (Undergraduate Program)

The BBA Program Office is seeking one Graduate Assistant (Masters) to begin August and/or June of 2019, ending approximately May 2020. The position has a potential to become a two year assistantship. Preference will be given to Masters level students in the Educational Administration Program and Counselor Education at UT.

As one of the country's leading business schools, McCombs is able to offer exceptional resources. Our award-winning faculty, high-ranking academics, and 10 unique majors combine to give students a superior education and a dynamic experience packed with meaningful connections. Yet, the leadership of the business school understands that there is more we can do to make sure all students feel welcomed and ensure that all students will succeed. The department is funding the following new initiatives that will also need the support of a graduate student: Welcome Dinner for Students of Color, setting up faculty connections, mentor training, bringing diversity training speakers for staff and faculty, outreach to specific populations about current and future programs and opportunities, liaison with Department Diversity Community Engagement on University-Wide Initiatives, National Women's Case Competition Co-Advisor, organizing our End of Semester Study Breaks, etc.

Additional professional development opportunities, depending on areas of interest and needs of the office, may include: special events, first-year interest groups, alumni programs etc. but the primary function will be to coordinate initiatives around diversity. Our goal is to give the person in this position a well-rounded experience.

Graduate (Research) Assistant Job Description

Required Qualifications:
• Must be enrolled as a graduate student (taking at least 9 hours).
• Must be extremely detail oriented, able to deal with ambiguity, and take initiative.
• Have a desire to work with a diverse student population.

Main Functions of the BBA Program GA
• Coordinate and aid in design of large and small programs (speakers, vendors, travel, attendance, contracts, logistics, reservations etc).
• Contribute content and insight from a diversity lens for all blogs, websites, and electronic content.
• Define and study data on student success and progress to graduation.
• Recruitment and publicity of the programs.
• Train mentors and review progress of students.
• Create reports, document program successes and processes.

Preferred Qualifications
• Experience working with diverse student populations.
• Experience with programming on a University campus.
• Desire to coordinate highly varied programs to effect the progress and success of students.
• Apply concepts of student development in program planning, counseling, and administrative duties.
**Preferred Affiliation**
Preference is given to students in Master's in the Department of Educational Administration or the Counselor Education Program in the College of Education.

**Terms of Employment**
- Hours: 20 hours per week during Fall and Spring, standard work hours 8 AM – 5 PM, some weekend and evening hours may be required. (Weekly hours flexible dependent on work load)
- Monthly gross salary: $1,200 plus benefits for masters students ($15/hr)

**Benefits of Employment**
- Hands-on work in student personnel field, providing experience which will translate well in the graduate's search for full-time employment in a higher education setting
- Qualification for in-state tuition rates
- Comprehensive insurance benefits package
- Hands-on work experience in student personnel field
- Eligibility for "A" parking permit or parking garage permit (if available)

**Please direct inquiries and resumes to:**
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