

Graduate Assistantship for the McCombs Leadership Program McCombs School of Business

The McCombs Leadership Program (LP) is seeking a Graduate Assistant that has an interest in leadership development, program management, diversity and inclusion, and college student development as a whole. The position assumes a two-year appointment, dependent on performance, that begins August 2021.

Our Mission:

The Leadership Program's (LP) mission is to foster student growth and leadership through community building and outreach, ultimately graduating leaders who will apply the lessons of social change on an individual, local, and global level. We believe that all people have the potential to impact their communities, regardless of their title or role. LP is centered on reflection and the understanding that strong leaders are aware of themselves and the communities around them, using this awareness to mobilize change.

Our Mission in Practice:

LP is a 2-year leadership development experience in which business students will attend LP events, participate in leadership development activities (classes, organizations, conferences/retreats, community service, book reviews, etc.), and write in-depth reflections of these experiences to track their growth and development as socially responsible business leaders. LP staff spend a lot of time working directly with students, while enhancing their own facilitation, content creation, and leadership skills. This role is a strong fit for students seeking the above while hoping to gain a more in depth understanding of how to run and manage a leadership program at a top tier institution.

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 willing to take initiative.
- Must have the ability to simultaneously manage varied tasks and commitments, and work independently when necessary.
- Must have a strong desire to advise freshmen and sophomores on their leadership development and understanding of selves.
- Must have a passion for fostering dialogue around diversity and inclusion.

Preferred Qualifications

- Experience with leadership development programing.
- Desire to coordinate and facilitate leadership programs.
- Experience with StrengthsFinder assessment.
- Understanding of the Social Change Model.
- Experience with Excel, Canvas, Zoom, Canva, and social media platforms.

- Experience facilitating virtual events.
- Ability to apply concepts of student development in program planning and leadership advising.

Duties and Responsibilities

- Use the Social Change Model to facilitate and build leadership development curriculum in one-on-one student advising meetings and at events.
- Help manage 4-person student leadership board and 8-9 student community leaders through one-on-one meetings and reoccurring team meetings.
- Coordinate and aid in design of leadership development programming for six separate day-long events, which include a graduation banquet, and an overnight retreat (programming includes enhancing and building curriculum, finding speakers, vendors, travel, attendance, contracts, logistics, reservations, etc.).
- Manage student data and the reflection review process through Canvas and Excel.
- Review and give feedback on reflections from students on their leadership activities.
- Recruit and review applications for the program members and student leaders.
- Collaborate with student leaders for ongoing program improvement.
- Assist various areas of the Student Life and BBA Program Office, to further professional development for graduate assistant.

Terms of Employment

- Employment Period: Fall 2021 – Spring 2023, depending on job performance.
- Hours: 20 hours per week during fall and spring, standard work hours between 8 AM – 5 PM, some weekend and evening hours are required. (Weekly hours' flexible dependent on work load.)
- Pay: \$15/hour for 20 hours a week in year one. 30 hours a week in year two, with the option based on performance of job duties. Benefits included both years.

Benefits of Employment

- Engaging and challenging work in student leadership programming.
- Qualification for in-state tuition rates.
- Comprehensive insurance benefits package.
- Opportunities to take on additional responsibilities and implement new ideas based on Graduate Assistant's personal, professional, and educational experience.

For questions about the position please reach out to Zerina Hamulic, Senior Program Coordinator, McCombs Office of Student Life, via email zerina.hamulic@mcombs.utexas.edu or phone 512.232.6450.