

Graduate Assistantship for BBA Diversity, Equity & Inclusion Initiatives McCombs School of Business

The BBA Program Office is seeking one Graduate Assistant that has an interest in diversity, equity and inclusion work. This position assumes a two-year appointment, dependent upon performance, beginning August 2021.

About Texas McCombs

As one of the country's leading business schools, Texas 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. We believe there is more we can do to make sure all students feel welcomed, and ensure that all students have an equitable opportunity to succeed. The BBA Program Office funds a variety of initiatives and programming that require the support of a graduate assistant to support the Outreach and Inclusion Office with its efforts to host events, workshops and other opportunities that engage students on diversity, equity and inclusion conversations.

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 a passion to work on diversity, equity and inclusion initiatives
- Must have the ability to simultaneously manage varied tasks and commitments, and work independently when necessary

Preferred Qualifications

- Experience with Excel, Canva, and Zoom
- 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

Duties and Responsibilities

- Coordinate and aid in design of large and small programs (e.g. speakers, vendors, travel, attendance, contracts, logistics, reservations)
- Contribute content and insight from a diversity lens for all blogs, websites, and other electronic content

- Advise Student Diversity Committee in development and execution of student programming, including McCombs Diversity Week
- Coordinate recruitment and publicity of program sponsored events
- Advise the McCombs team at the National Diversity Case Competition team
- Support coordination of the Local and National Women's Case Competitions
- Create reports, document program successes and processes
- Assist various areas of the Outreach & Inclusion 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 semesters. Standard work hours 8 AM – 5 PM, with some weekend and evening hours required. Weekly hours are flexible dependent on workload. You may work virtually during the pandemic.
- Pay: \$15/hour for 20 hours a week in year one; 30 hours a week in year two. Benefits included both years.

Benefits of Employment

- Provides hands-on work experiences in student personnel field, which will translate well in the graduate's search for full-time employment in a higher education setting.
- Qualifies for in-state tuition rates.
- Comprehensive insurance benefits package.
- Eligible for "A" parking permit or parking garage permit (if available) at employee's expense.
- 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 Leticia Acosta, Director, Outreach and Inclusion Office, via email Leticia.Acosta@mcombs.utexas.edu or phone 512.232.6780.