



STUDENT POSITION DESCRIPTION

GRADUATE ASSISTANT (GA) FOR NEW STUDENT SERVICES

Hiring Department:	New Student Services
Supervisor:	NSS Staff Member
Hours per week:	20 hours per week at \$19.33 hourly rate. Maximum of 384 hours paid per long semester.
Benefits:	The Graduate Student in this role may participate in one of the Academic Graduate Student Employee Insurance options . This position is eligible for resident tuition entitlement for non-Texas resident students.
Length of appointment:	One academic year, with possible second year renewal. (By academic long semester with option to renew for a total of 4 long semesters if mutually agreed by student and supervisor.) Option to begin in August may be available. If mutually agreed upon by the student and supervisor, the position is eligible for a title change (temporary position) during the summer months of June, July, and August to support new student orientation programs, which would include hourly wages, though the benefits package is not offered.

POSITION OVERVIEW

New Student Services prepares students for a successful transition to The University of Texas at Austin.

Working with full-time student affairs practitioners within the department, the GA will assist in the development and delivery of new student and extended orientation programs, assist in recruitment, selection, supervision, and training of the Orientation Advisor staff, provide support and supervision for student committees, assist in the evaluation and assessment of new student programs, and assist in delivery of new programs and services as needed during the year. Examples of program assistance may include but are not limited to new student orientation sessions, welcome week programming, fall orientation advisor recruitment and orientation advisor training facilitation. The GA will also assist in general office duties and collaborating with campus partners to deliver programs for new students.

DUTIES AND RESPONSIBILITIES

- Help plan and implement recruitment and selection for new orientation advisors
- Facilitate training of orientation advisors
- Assist with orientation and extended orientation programs within the department
- Supervise committees of orientation advisor staff during the spring and summer months
- Discuss and present current first-year and transition issues during department meetings or student training settings
- Meet with students in mentorship capacity
- Provide editing assistance with website and publications materials
- Assist with the writing e-mails, reports, goals, and learning outcomes
- Provide general office duties such as filing, managing e-mails and phone calls, and reception of guests
- Assist with packing, storing, and moving packages/boxes in preparation for new student programs and events
- Attend New Student Services staff meetings
- Meet weekly with your supervisor for one-on-one meetings (meetings may move to bi-monthly pending projects and updates with supervisor)
- Working conditions: May work around standard office conditions; repetitive use of a keyboard at a workstation; use of manual dexterity; lifting, moving, and standing.

QUALIFICATIONS

- Must be an enrolled graduate student (taking at least 9 hours). Preference will be given to Master's students in the College of Education's Program in Higher Education Leadership and Policy
- A desire to work with and mentor students
- Previous experience with coordinating and/or assisting with student programs/events
- Demonstrated ability to work autonomously and as a team member
- A self-starter, motivated and able to stay focused through multi-tasking
- Experience with Mac computer hardware and software or the ability to learn applications quickly
- Demonstrated verbal and written communication skills

- Flexible to work some weekend and evening hours during orientation and extended orientation programs
- Other experience/skills as relevant to specific position responsibilities

STUDENT LEARNING ASSOCIATED WITH THIS POSITION

This position is an excellent opportunity for a graduate student who is interested in engaging in the academic and social success of incoming undergraduate students. The GA will enhance and/or acquire the following learning opportunities:

1. Understand and apply student development theory to the practice of Student Affairs within higher education;
2. Engage in mentoring and/or coaching working relationships with professional practitioners;
3. Apply critical thinking skills towards effective decision-making, time management, planning, and program evaluation;
4. Employ verbal and written communication skills, including scholarly writing when completing projects and assignments;
5. Learn and apply facilitation strategies that educate and support the development of student leaders; and
6. Be able to articulate personal leadership skills and act with professionalism and integrity while managing conflict and working collaboratively with teams.