Graduate Assistantship – Office of Student Success and Recruitment

College of Education Mission
The mission of the College of Education is to recreate the landscape of education and health by providing research-based programs to prepare leaders who empower tomorrow’s citizens as lifelong learners, develop and disseminate knowledge, contribute innovative ideas, and to leverage the strengths of a diverse society.

Position Duties
Recruitment Responsibilities
• Conduct information sessions for prospective students and families interested in the College of Education.
• Conduct information sessions for current UT students interested in transferring into a major in the College of Education
• Plan recruitment activities such as: off-campus high school and community college visits, and hosting on-campus school trips to UT Austin.
• Attend annual Texas Association of Future Educators conference for high school students to recruit prospective teacher certification majors.
• Participate in UT Austin’s Admissions Office events in Austin and other major cities across Texas.
• Coordinate and execute efforts to increase the number of freshmen enrollment which may include a phone bank project or a post card campaign.

Success Responsibilities
• Provide advising support for students visiting the Student Affairs Office in SZB 216.
• Meet with your POWER caseload students twice a month to track their progress, offer one-one support and motivation, and collect faculty forms. POWER is the College of Education’s program for students on academic probation (below a 2.0 GPA).
• Teach a one-hour weekly seminar for students on academic probation every semester. Lesson planning for this seminar will be left to your discretion but you may utilize materials from previous semesters.
• Partner with a TRIG (Transfer Interest Group) mentor to help plan and facilitate a weekly non-credit seminar for external transfer students.

Other Duties
• Provide input for recruitment and retention initiatives.
• Other duties as assigned/needed

Required Qualifications:
Must be currently enrolled as a full-time graduate student (taking at least 9 hours) in the Master’s Program in the Department of Educational Leadership and Policy.

Preferred Qualifications:
The successful candidate will have a strong desire to work with undergraduate students, and to have a positive impact on recruitment and retention; ability to utilize concepts of student development in program planning; experience working with diverse student populations; and other experience/skills as relevant to specific position responsibilities. Transportation preferred.

**Terms of Employment:**
Nine-month position (20 hours per week)
Hourly Pay
Hours to be scheduled between 8:00 a.m. and 5:00 p.m., Monday–Friday, with some evening and prescheduled weekend hours.

**Contact:**
Antoinette Hart
Director of Student Success and Recruitment
a_hart@austin.utexas.edu