Longhorn Center for Academic Excellence
Graduate Assistant

Position Overview:
The Longhorn Center for Academic Excellence is hiring a Graduate Assistant who can teach, advise, and counsel first-year college students. This is a leadership position that offers teaching and administrative experience, particularly in program planning, implementation, management, and evaluation. A strong desire to work with underrepresented, low-income, and first-generation college students is required for these positions.

The Longhorn Center for Academic Excellence is one of the largest learning communities at the university, working with 2,000+ undergraduate students. We are a fast-paced, innovative, and entrepreneurial center with 10 full-time staff members, 11 part-time graduate assistants, and 40+ undergraduate tutors, mentors, student associates, and interns. We empower students personally, professionally, and academically to become innovative, productive, and global citizens who are committed to social responsibility.

Application Deadline: Rolling basis

Hiring Department: Division of Diversity & Community Engagement

Supervisor: Dr. Aileen Bumphus, Associate Vice President, DDCE

Length of Assignment: Nine-month position, with starting dates in mid-August continuing through May.

Hours per week: Approximately 20 hours per week

Stipend: Up to $1,200 per month plus insurance

Duties and Responsibilities:
- **Teaching**: Serve as a teaching assistant (plan, teach, and grade) for three courses on equity, access, and social justice for approximately 60 undergraduate freshman students, mostly from low-income and first-generation backgrounds.
- **Academic Coaching**: Assist students with choosing the right courses for their degree plan and help students find an appropriate major relative to their career aspirations.
• **Success Coaching:** Host office hours and work with students on an as needed basis on personal issues that may come up during the school year (e.g., familial, financial, social, etc.).

• **Special Project:** Work on at least one of several special projects depending on interest and need in one of the following areas:
  - Manage the Student Leadership Institute for sophomore and junior leaders
  - Provide support for the Monarch Scholars Program for undocumented students
  - Provide support for the University Co-op Internship program
  - Provide support for the Explore Law program for pre-law students from underrepresented populations
  - Provide support to UT Austin TRiO programs including coordinating site visits from K-12 partners like Upward Bound and Talent Search
  - Work with the TRiO McNair Scholars program to prepare low-income, first-generation, and underrepresented students for doctoral degrees
  - Study Abroad Initiatives
  - Lead large-scale social events for the Center’s 2,000+ students

• **Evaluation & Assessment:** Conducts evaluation and Write reports regarding the center’s impacts and success.

**Required Qualifications:**
- Must be a currently enrolled full-time graduate student in any discipline (taking at least 9 hours)
- Strong desire to work with underrepresented, low-income, and first-generation college students
- Strong desire to teach a class related to equity, access, and social justice
- Excellent written and oral communication skills

**Preferred Qualifications:**
- Teaching or facilitation experience at any level (K-12 or adult learners)
- Experience working with diverse populations and/or low-income communities
- Project planning, implementation, and management skills
- Proven organizational skills and strong interpersonal approach
- Ability to work in a fast-paced, innovative, and entrepreneurial environment
- Attention to detail