ECE Undergraduate Advising:

The mission of The University of Texas at Austin Electrical and Computer Engineering (ECE) Undergraduate Advising Program is to promote academic excellence by being a responsible partner in the development of ECE students’ higher education pursuits, resulting in students who lead the world in technology innovation.

Position Responsibilities:

- Assisting with one-on-one advising sessions and 4-year degree planning for electrical engineering students.
- Contributing to programs designed for specific student populations (e.g., transfer, freshman and students on engineering and scholastic probation).
- Assisting with programming directed toward retention initiatives & yield and recruitment strategies.
- Participating in professional development opportunities, college-wide meetings, and weekly departmental meetings.
- Facilitating a First-year Interest group weekly seminar.
- Assisting with administering surveys, focus groups and compiling statistical data reports.
- Planning small scale student events focusing on recruiting prospective students.

Required Qualifications:
Must be a currently enrolled graduate student (taking at least 9 hours) in UT Austin's College of Education Higher Education Leadership Program.

Preferred Qualifications:
The successful candidate will have a strong desire to work with undergraduate students and have a positive impact on retention; ability to utilize concepts of student development theory in program planning and counseling. Experience working with diverse student populations in K-12 or higher education settings.

Terms of Employment:
Monthly stipend of $1,100 per month.
Flexible hours to be scheduled between 8:00 am and 5:00 pm, Monday–Friday with a possibility of some evening and weekend hours.

Contact:
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