ECE Undergraduate Advising Office
Graduate Assistantship

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.

More information about us:

The ECE Advising Department was recently selected as UT’s 2019 nominee for the Outstanding Program award for NACADA and is a previous recipient of a National Advisor’s Administrator Award. Most recently, the ECE Advising team has been awarded the following; James W. Vick Outstanding Advisor, Cockrell School of Engineering Outstanding FIG Mentor of the Year, UT’s Outstanding FIG Mentor of the Year, Academic Counselors Association’s Taking Initiative to Create Positive Change Award.

Position Responsibilities:

• Join a dynamic advising team:
  o Assisting with one-on-one advising sessions, 4-year degree planning, and Interactive Degree Audit reviews.
  o Contributing to programs designed for specific student populations; such as transfer students, New Student Orientation, and at-risk students.
  o Assisting with programming directed toward Retention and URM Student Development and Persistence.
  o Participating in Professional Development opportunities, college-wide meetings, and department prospective & recruiting events.
  o Facilitating a First-year Interest group weekly seminar.
  o Assisting with administering surveys, focus groups and compiling statistical data reports.

Required Qualifications:
Must be a currently enrolled graduate student (taking at least 9 hours) in the College of Education’s University Student Personnel Administration.

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

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

Contact:
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