PROFESSIONAL LEARNING GRADUATE ASSISTANT
Job Description

Start Date: September 1, 2020
End Date: May 31, 2021
Schedule: 20 hours/week Flexible between 7a-6p

Vacancies: 2
Pay: $1,333 Monthly Stipend
Reporting to: OnRamps Director for Curriculum & Instruction
Website: http://onramps.utexas.edu/

About OnRamps: OnRamps is a dual-enrollment initiative at The University of Texas at Austin that provides Texas high school students the opportunity to “experience college before college.” Students dual enroll in UT Austin distance college courses taught in local high schools and earn college credit in a variety of subjects, ranging from Rhetoric to Computer Science.

Purpose of the Position: The Professional Learning Graduate Assistant (GA) supports strategic and tactical aspects of implementing the OnRamps Professional Learning and Development system under the direction of the OnRamps Director for Curriculum & Instruction. The GA provides sustained contributions to ongoing aspects of support for professional learning projects, course staff, and high school instructors, as well as just-in-time assistance with seasonal, unexpected, and urgent projects.

This position is eligible for in-state tuition rates and UT health insurance options. It is not eligible for paid holidays, vacation, or sick leave.

Benefits: OnRamps Graduate Assistants gain:
- Comprehensive training and supervision in an advanced professional area of work
- Opportunity to contribute to a program dedicated to promoting college readiness and success among high school students across Texas
- Exploration of career interests
- Marketable skills developed in a professional environment
- Hands-on experience working in educational administration and innovation
- Opportunities to self-assess and monitor to identify strengths and areas for growth

Qualifications

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<th>Required</th>
<th>Preferred</th>
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<tr>
<td>Current graduate student</td>
<td>Academic interest in education, adult learning, higher education leadership and administration, or related field; Interest in and knowledge of local, state, and national dual-enrollment and college-readiness initiatives</td>
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<td>1+ year experience working in a professional office environment</td>
<td>Experience assisting with events</td>
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<td>Basic computer skills: Word, Excel, PowerPoint</td>
<td>Experience with MS Outlook, Canvas LMS, Smartsheet</td>
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<td>Recommendation from at least one professional or academic reference</td>
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<td>Professional conduct and appearance</td>
<td>n/a</td>
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<td>Punctual, reliable, responsible</td>
<td>n/a</td>
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**Responsibilities**

- Assist OnRamps Director for Curriculum & Instruction with day-to-day operational aspects of implementing the professional learning system, pursuing excellence in all aspects of project and customer-service delivery.
- Contribute to the development, standardization, and implementation of an Instructional Support Model.
- Conduct routine curriculum audit tasks, as assigned.
- Prepare documents and other materials for high school Instructors and other external partners.
- Attend, support, and develop collateral for OnRamps professional development events.
- Attend & contribute to team meetings: Write minutes, capture and report action items.
- Perform data entry, management, and reporting in OnRamps’ systems for instructor attendance, event logistics, and other tasks related to professional learning events.
- Perform various administrative tasks, including travel planning and reimbursement, copying, filing, mailings, and transcription.
- Exhibit professionalism at all times: Appropriate dress; courteous communication with coworkers, customers, and other stakeholders; maintenance of tidy workspace and regular work schedule.
- In collaboration with OnRamps program staff, contribute to continuous improvement processes toward achievement of program objectives and staff leadership principles.

**Hiring Process**

If you are a potential graduate/doctoral student in higher education, please participate in the graduate assistant selection process organized by the College of Education.

**Note:**
Duties do NOT involve academic research, classroom or laboratory instructional or support duties, tutoring, or other duties that are academic in nature. This position also does not work directly with students.

**For more information, contact:**
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