Position: ULN Graduate Assistant
Hiring Department: University Leadership Network (ULN)
Supervisors: Jinane Sounny-Slitine and Veronica Heiskell
Hours per Week: 20
Length of Appointment: Fall and Spring Semester

Program Overview:
The University Leadership Network (ULN) is a nationally recognized incentive-based scholarship program for students excel academically, develop into leaders, and graduate in four years. Many students in the ULN program are the first in their family to attend college, and all have high financial need. ULN ensures its students are engaged, connected, accountable, and support academically and financially to succeed.

Over the course of four years, ULN students earn up to $20,000 ($5,000 per year) in incentive scholarship when they meet program milestones, which include completing 30 hours of coursework each year. Tying the financial award to participation in the ULN program provides a measurable way to track program and student outcomes and supports behaviors consistent with success and timely graduation.

ULN Comprehensive Four-Year Plan
Year 1: Leadership Training
Year 2: On-Campus Internships
Year 3: Off-Campus Internships
Year 4: Preparing for Careers

Position Overview:
This graduate student position will focus on supporting two components of the ULN program: Paraprofessional programming (Peer Mentor and Student Ambassador Programs) and Experiential Learning. This position will have the opportunity to interact with ULN staff, peer mentors, student ambassadors, students and ULN Partners. This position is structured for 20 hours a week during the Fall and Spring semesters (9/1-1/15, 1/16-5/31), $1700 per month and graduate students assigned to work in and academic title for at least 4.5 months are eligible for the University’s group insurance benefits. This position is designed as a two-year commitment for a masters level student.

Duties and Responsibilities:
Peer Mentor Program
- Support Program Manager with implementation and facilitation of the ULN Peer Mentor Program
  o Present during Peer Mentor Training Day
  o Facilitate Peer Mentor make-up training sessions
  o Read and respond to Peer Mentor journal entries
  o Assist and represent Program Manager as needed

Student Ambassador Program
- Support Program Manager with implementation and facilitation of the ULN Student Ambassador Program
  o Potential to help create and facilitate various Student Ambassador training sessions
  o Assist and represent Program Manager as needed

ULN Events
- Help prepare and facilitate ULN signature events

Experiential Learning
- Support Senior Placement Coordinator
ULN Graduate Research Assistant

- Provide support for student workshops (professional development)
- Provide support and/or help to create an updated campus partner communication plan
- Provide support and/or help to create/implement assessment

  - Internship Placement Process
    - Provide support and/or help to update the ULN Placement Process
    - Create and host recruitment opportunities such as info sessions
    - Solicit, review, and approve experiential learning positions
    - Support and work to create or update Experiential Learning Events
    - Other duties as assigned

**Learning Outcomes:**
- Critical thinking and problem solving
- Intrapersonal/interpersonal development
- Professional/organizational competence
- Assessment/logistics development

**Qualifications:**
- Student-centered approach
- Ability to collaborate well with others, as well as complete projects independently
- Comfortable working on multiple projects and high attention to detail
- Comfortable working with excel and manipulating data sets
- Adaptive to new ideas and initiatives
- Experience with undergraduate internship fairs or career development programming
- Experience and enthusiasm for supporting a diverse student population
- Experience in programming or event planning
- Experience with professional communication or customer service

**Hiring Process:**
If you are a potential master’s student in the Program for Higher Education Leadership, please participate in the placement exchange organized by PHEL.

All other candidates must submit their resume and cover letter to:

Jinane Sounny-Slitine, LMSW
Program Manager
University Leadership Program
jinaness@austin.utexas.edu