**2020-21 Graduate Teaching Assistant – Current Student Programs**

**Required Qualifications:**
Must be a currently enrolled graduate student (taking at least 9 hours). Preference will be given to Master’s students in the College of Education’s Higher Education Administration program.

**Preferred Qualifications:**
The successful candidate will have a strong desire to work with female engineering 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. Demonstrated strong interest in diversity, equity and inclusion is required. Additionally, the successful candidate must have the ability to work in a small work team environment, without privacy and with frequent interruptions and distractions. A background in STEM is not required.

**Description & Responsibilities:**
The Graduate Assistant will work with one of the following programs depending on interest and qualifications:

- Residential Living Learning Community program coordination and seminar instruction; supervision of 8 Peer Coaches; liaise with UHD staff
- Peer Assistance Leader (PAL) mentor program; supervision of 8-10 PAL Coordinators and approximately 150 mentors
- Leadership Collaborative student organizations (15); organization management, event planning/coordination

Participate in weekly staff meetings, staff retreats and various other meetings/programs:

- Assist with events, programs and other WEP initiatives as necessary and when needed
- Assist with budget management for program area
- Other duties and assignments as assigned/needed

**Terms of Employment:**
9 month position, with starting dates in mid-August
Half-time position salary TBD (at least $20/hour)
Majority of hours to be scheduled between 8:00 a.m. and 5:00 p.m., Monday–Friday
Some evening and prescheduled weekend hours

**Benefits of Employment:**
Unique opportunity to work in a hybrid office: a student affairs job in an academic unit

To apply, please send a letter of interest, resume, and list of references (electronic format only) to:

**Ana Dison, Assistant Director**
Women in Engineering Program
anadison@utexas.edu

Additional information about WEP may be found here: [http://www.engr.utexas.edu/wep](http://www.engr.utexas.edu/wep)