



Graduate Assistantship - Student Success Initiatives 2021-2022

Purpose: Student Success Initiatives seeks a graduate student to assist with research and programs related to improving student success. This position will be essential to supporting research and programmatic efforts to improve student retention and graduation. This position is structured for 20 hours a week at \$20 per hour during the Fall and Spring semesters with the potential for summer employment. Graduate students assigned to work in an academic title for at least 4.5 months are eligible for the University's group insurance benefits. This position is designed as a one-year commitment with an option for a second-year renewal. More than one graduate assistantship may be offered in 2021-2022.

Essential Job Functions:

- Assist with programs and research related to improving student retention and graduation
- Conduct qualitative research under supervision of research supervisor, including preparing literature reviews, qualitative data collection (e.g., phone interviews), data entry, transcribing data, and analyzing data
- Prepare reports as requested for both internal and external audiences
- Participate in weekly staff meetings and support other SSI initiatives as needed

Required Qualifications:

- Currently enrolled full-time master's or doctoral student in educational leadership & policy, educational psychology, curriculum & instruction, or related field – preference given to students in educational leadership & policy
- Superior interpersonal skills
- Excellent written and oral communication skills
- Confidence working with Microsoft Excel and Word
- Excellent organization and time-management skills; high level of attention to detail
- Ability to work independently and as a member of a team

Preferred Qualifications:

- Experience with Qualtrics or similar survey software
- Experience conducting interviews and/or facilitating focus groups
- Experience developing surveys, observation forms, and focus group protocols
- Experience with student resources at The University of Texas at Austin
- Experience with problem solving and working independently
- Coursework in student development theory

To Apply: Please submit a resume/CV to Dr. Michael E. Nava (michael.nava@austin.utexas.edu).

Graduate students should also be aware of registration requirements and rules on allowable work hours when employed at the university whether in an academic or nonacademic position. For requirements see Academic Employment: [Conditions for Employment](#).