



Public Speaking Center & Outreach Graduate Assistant

Sanger Learning Center
School of Undergraduate Studies
University of Texas at Austin

Position Description

The Public Speaking Center & Outreach Graduate Assistant is a 20 hour/week appointment created to assist with Public Speaking & Outreach programming within the Sanger Learning Center at the UT Austin. The appointment will be for academic years 2021-2022 and 2022-2023.

Public Speaking & Outreach programs are run by a Senior Program Coordinator, an Outreach Coordinator, and a staff of student educators. These student educators include Outreach and Communication Specialists, who deliver academic skills presentations across campus, and Senior Outreach and Communication Specialists, who consult with students in the Public Speaking Center. The Graduate Assistant will serve as a resource to the Public Speaking & Outreach student educators and Learning Specialist as well as assist with many aspects of the programs.

This position provides the Graduate Assistant with opportunities to learn about and gain experience with mentoring and training student educators, exposing students to useful study strategies, marketing services to the university community, and assessing the effectiveness of programming.

Pay

The wage for this position is \$17/hour with benefits. Cost of tuition is not included in this assistantship.

Duties

The Graduate Assistant will work closely with the Senior Program Coordinator and the Outreach Coordinator to determine how the 20 hours will be spent each week and in what capacities the Graduate Assistant can be of most service to the Sanger Learning Center and Public Speaking Center & Outreach programs. Duties may include but are not limited to the following:

- Attend Public Speaking & Outreach staff training, meetings, and events, as required
- Assist with planning and leading Public Speaking & Outreach staff training
- Conduct observations of speech consultations and outreach presentations as assigned and provide feedback based on provided evaluation form
- Learn all outreach programming and fill requests as necessary to keep up with demand
- Assist with marketing efforts to promote Sanger Learning Center services or events
- Assist with assessment projects for Public Speaking & Outreach programs
- Assist with administrative tasks, such as managing outreach requests, sending staff policy and procedure reminders, maintain attendance and assessment records, preparing materials for programs, and other tasks as assigned



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Professionalism Expectations

- Honorably represent UT's Mission, Purpose, Values and Honor Code
- Perform duties according to the highest standards of ethical conduct
- Communicate frequently with supervisor about any issues, scheduling changes, needs, etc.
- Check email and GroupMe regularly for communication from staff members
- Maintain professional boundaries with student educators
- Arrive for all assigned hours on time and ready to work
- Protect the confidentiality of student information

Required Qualifications

- Experience with public speaking.
- Demonstrated commitment to student wellbeing and student academic success.
- Understanding of challenges faced by UT (or similar university) undergraduate students.

Preferred Qualifications

- Excellent oral communication skills.
- Knowledge of learning theories and learning/study strategies related to college success.
- Experience working with diverse populations.
- Experience as an undergraduate peer educator.

Questions?

For more information about the Public Speaking & Outreach programs at the Sanger Learning Center, visit our website: ugs.utexas.edu/slc