Position Description:
The Graduate Assistant for Academic Initiatives position in Residence Life is responsible for supporting the Manager for Living Learning Communities and Academic Initiatives. This person will be primarily responsible for assisting with the development of the residential curriculum, with a special focus on assessment and research. This position will research diversity programs and trainings in order to plan and implement events, programs, and initiatives for students and staff within residence life. This person will interface frequently with the Residence Life Diversity and Training committees in performing their duties. This position may also provide leadership and co-supervision to a University Leadership Network (ULN) intern.

Position Roles:
1. **30% of Time:** Implementing comprehensive assessment plan and assist with long-term planning to grow and develop learning initiatives that are in line with the department’s residential curriculum.
2. **20% of Time:** Researching residential education initiatives and best practices for the department.
3. **20% of Time:** Support and assist the Manager of LLCs and Academic Initiatives with the Living Learning Communities program, faculty mentor program, and other academic initiatives.
4. **15% of Time:** Work across department on committees and special work groups to collaborate on departmental goals/initiatives.
5. **10% of Time:** Presenting small- and large-scale programs, activities, and trainings for students and staff.
6. **5% of Time:** Assist with providing training and leadership for a University Leadership Network (ULN) intern.

Appointment:
This graduate appointment is a 20 hour per week, 9 month assignment starting July 15th, 2019 – May 31st, 2020 with the possibility of continuing for the following academic year. During the academic year this position will typically work 20 hours per week and will be paid $13.54 per hour. UT Student Academic position insurance benefits package will be included during the academic year. Summer employment is required from July 15th-Aug. 31st in a non-benefits eligible assignment paid for hours worked, typically 40 hours per week; this position will not be eligible for a benefits package during summer employment. Qualification for in-state tuition may apply for those in a Master’s program and Ph.D. students in the College of Education’s Program in Higher Education Leadership.

Required Qualifications:
Applicant must have completed a Bachelor’s degree and be accepted into a graduate program (taking at least 9 hours) at The University of Texas at Austin. This role requires flexibility, creativity, communication skills, and the ability to take initiative. Candidates must be comfortable working in a diverse, highly interactive, and constantly changing environment.

Preferred Qualifications:
Preference will be given to Master’s and Ph.D. students in the College of Education’s Program in Higher Education Leadership or have experience and/or background in Housing and Residence Life. Comparative experience in other aspects of Student Affairs also welcomed and considered.

Work Hours:
Graduate Assistants work a maximum of 20 hours per week as required by all graduates at The University of Texas at Austin. Working times are flexible with standard office hours of 10AM to 4PM. Other times may include evening, weekend, and holiday work, scheduled with reasonable advance notice.

Additional Information:
Professional development funds ($500 each long session) available to attend a regional or national conference (requires supervisor approval).

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

**All other candidates, please send resume and letter of interest for the position to:**
Justin Samuel, Assistant Director, jsamuel@austin.utexas.edu