



The University of Texas at Austin
Housing and Dining
 Division of Student Affairs

Position Description:

The Assistant Community Coordinator (ACC) assists with the administration and student development functions of the University Apartments community. This Graduate Assistant (GA) position also provides emergency response and phone assistance to student staff Community Advisors (CAs) who are on call for three apartment complexes on Lake Austin Boulevard and West 6th Street. The Apartments population is generally comprised of PhD. students who commute to and from campus, including some students with families. The ACC position has a requirement to live in a two-bedroom unit in an apartment complex, and report to the Apartments Coordinator.

Appointment:

This graduate appointment is a \$12.89 per hour, 20 hour per week, 9-month assignment starting September 1st – May 31st with an additional summer appointment starting July 12th, 2021. UT Student Academic position insurance benefits package will be included during the academic year. Summer employment is required from July 12th - August 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 Master's and Ph.D. students in the College of Education's Program in Higher Education Leadership. Additional opportunities for a summer appointment may be available.

Additional Compensation:

Professional development funds (\$500 each long session) available to attend a regional or national conference (supervisor approval required)
 On-campus meal plan
 May qualify for in-state tuition
 Eligibility for insurance benefits package during the academic year

Position Roles:

Student development, advising assistance and customer service – 4 hours
 Special projects (including judicial work, resident concerns, other big initiatives) – 4 hours
 Supervision assistance and staff development for Community Advisors – 4 hours
 Event planning and management – 3 hours
 Area Staff / All Residence Life Meetings– 2 hours
 Attend CA staff meetings – 1 hour
 Afterhours emergency assistance– 1 hour
 1:1 with supervisor – 1 hour
 Total weekly hours – 20 hours

If you are a potential graduate student, please participate in the graduate assistant selection process organized by the Department of Educational Leadership and Policy.

All other candidates, please send resume and letter of interest for the position to:

Valeria Martin, Committee Chair, at vmartin@austin.utexas.edu

**Assistant Community Coordinator
 (University Apartments)
 University Housing and Dining**

Work Hours:

Work a maximum of 20 hours per week. Hours to be scheduled between 9 AM and 4 PM, Monday–Friday, with some evening and prescheduled weekend hours.

Required Qualifications:

Applicant must have completed a Bachelor's degree and be accepted into a graduate program at The University of Texas at Austin.

Preferred Qualifications:

Preference will be given to Master's and Ph.D. students in the College of Education's Program in Higher Education Leadership with experience and/or background in housing and residence life



"The Assistant Community Coordinator position has been both challenging and rewarding, providing me with many benefits and professional development in areas of supervision, advising, occupancy management event planning and student development. The UHD team is supportive and welcoming especially to incoming grad students. I quickly felt like I had a place within the department and could make a difference in my role. I am proud of the work I did to support and improve the University Apartments community and enjoyed working with student leaders on the Tenant Advisory Board. Although my position was off the 40 acres and I worked primarily with graduate students, I feel as though the assistantship was unique and provided me with great opportunities."

- Bryan McCollom, Assistant Community Coordinator / 2020-21