



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

Purpose:

The Graduate Assistant for LLCs & 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 LLC program as well as other academic initiatives offered through Residence Life. This person will interface frequently with departments across campus that work with Residence Life through Living Learning Communities. This position may also provide leadership and co-supervision of specific LLCs.

Essential Functions:

1. **40% of Time:** Support and assist the Manager of LLCs and Academic Initiatives with the Living Learning Communities program. Serve as the main point of contact for 1-3 LLCs.
2. **20% of Time:** Create and implement comprehensive assessment plan for the LLC program.
3. **20% of Time:** Support and assist academic initiatives for the residence halls (faculty mentors, learning center partnerships).
4. **15% of Time:** Serve on departmental/university committees to collaborate on departmental goals/initiatives.
5. **5% of Time:** Presenting small- and large-scale programs, activities, and trainings for students and staff.

Appointment:

This graduate appointment is a \$13.54 per hour, 20 hour per week, 9-month assignment starting September 1 – May 31 with an additional summer appointment starting July 13, 2021. UT Student Academic position insurance benefits package will be included during the academic year. Summer employment is required from July 12 - Aug. 31 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 Department of Educational Leadership and Policy.

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 10:00 AM to 5:00 PM. Other times may include evening, weekend, and holiday work, scheduled with reasonable advance notice.

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

All other candidates, please send resume and letter of interest for the position to:
 Valeria Martin, Pro Staff Selection Chair
 vmartin@austin.utexas.edu

**Graduate Assistant for LLCs
 & Academic Initiatives
 Residence Life**

Brianna Pierce, 2020 GA

“This position gave me the opportunity to learn a lot about the entire UT-Austin campus structure. Through this position, I was able to work closely with many different departments across campus who serve as Campus Partners for our Residence Halls. The Student Learning and Development team provides a welcoming environment to learn and develop as Higher Education Professionals.”



Additional Compensation:

Professional development funds (\$500 each long session) available to attend a regional or national conference (requires supervisor approval). On-campus meal plan. Option to live on campus.

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 Department of Educational Leadership and Policy or have experience and/or background in Housing and Residence Life. Comparative experience in other aspects of Student Affairs also welcomed and considered.

