



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

Position Description:

This position is responsible for supporting the University Residence Hall Association (URHA). This person will be directly supervised by the Residence Life Manager for Student Leadership and Engagement and work closely with the manager to co-advise URHA. This position will assist in advising the planning of Leadership Week, a student leadership conference hosted in August by URHA, and assist in the coordination of the Residence Life Mooov-In process. This person will advise URHA executive board members and will attend UT Austin student leader delegations at regional and national conferences as an advisor. In addition, this person will facilitate executive board retreats and other board activities through the academic year. This person will also develop skill and leadership development activities that support student leaders involved in URHA and individual Residence Hall Councils, and this person will attend URHA executive board and Senate meetings.

Position Roles:

- General advising duties, including creating opportunities for leadership development and teambuilding
- Indirect advising, including attending URHA meetings and completing 1:1 meetings with executive board members
- Plan leadership retreats and share support resources with individual Residence Hall Councils
- Long-term preparation for state, regional and national conferences, assistance in planning annual Leadership Week conference and other student leadership development events

Appointment:

This graduate appointment is a 20 hour per week, 9 month assignment starting September 1 – May 31 (with an additional summer appointment starting July 13, 2021). 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 13 - 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.

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 AM to 5 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 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, Pro Staff Selection Chair
 vmartin@austin.utexas.edu

**Graduate Assistant
 for Student Leadership Development
 Residence Life**



Kyle Harmon

"There is nothing like pinpointing how a student and a team can shine and where their needs are the greatest, and then being the support that gets them there. And this position allows you to do just that."

- Kyle Harmon, Graduate Assistant
 for Student Leadership Development / 2018-19

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
- Option to live on campus while working in this position

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.

Preferred Qualifications:

Have previous experience working with student leadership initiatives, Residence Life events and activities, event planning or similar student government organizations. Previous experience in facilitating training or leadership workshops. Preference will be given to Master's and Ph.D. students in the Department of Educational Leadership and Policy.



SWACURH Leadership Conference