



# The University of Texas at Austin University Leadership Network™

## Graduate Assistantship – University Leadership Network

**Expected Start Date:** Fall 2024

**Purpose:** University Leadership Network seeks a graduate student to assist the program's objectives related to improving student success through experiential learning. This position will be essential to supporting students and programmatic efforts to improve student retention and graduation.

### **Program Overview:**

The University Leadership Network (ULN) is a nationally recognized incentive-based scholarship program for students who excel academically, develop into leaders, and graduate in four years. Many students in the ULN program are the first in their family to attend college, and all have high financial need. ULN ensures its students are engaged, connected, accountable, and support academically and financially to succeed. Over the course of four years, ULN students earn up to \$20,000 (\$5,000 per year) in an based incentive scholarship.

**Compensation & Benefits:** This position is structured for 20 hours a week at \$20 per hour during the Fall and Spring semesters with the potential for summer employment. Graduate students assigned to work in an academic title for at least 4.5 months are eligible for the University's group insurance benefits. Currently, positions are designed as a one-year commitment with an option for a second-year renewal.

**Position Overview:** This graduate student position will focus on supporting the ULN Student Ambassador Programs. This position will have the opportunity to interact with ULN staff, peer mentors, student ambassadors, students, and ULN Partners.

### **Duties and Responsibilities:**

#### Peer Ambassador Program

- Support Program Manager with implementation and facilitation of the ULN Student Ambassador Program
  - Present during Training Day
  - Facilitate Peer Ambassador make-up training sessions
  - Read and respond to Peer Ambassadors' requests
  - Assist and represent Program Manager as needed
  - Potential to help create and facilitate various Student Ambassador training sessions

#### ULN Events

- Help prepare and facilitate ULN signature events



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## **Required Qualifications:**

- Currently enrolled full-time master's student
- Superior interpersonal skills
- Excellent written and oral communication skills
- Confidence working with Microsoft Excel and Word
- Excellent organization and time-management skills; high level of attention to detail
- Ability to work independently and as a member of a team

## **Preferred Qualifications:**

- Experience with Canvas, Qualtrics, or similar software
- Experience developing programming and activities for students
- Experience developing surveys, observation forms, and focus group protocols
- Experience with student resources at The University of Texas at Austin
- Experience with problem-solving and working independently
- Coursework in student development theory

**Point of Contact:** Jorge Rodriguez ([jorge@austin.utexas.edu](mailto:jorge@austin.utexas.edu)).

Graduate students should also be aware of registration requirements and rules on allowable work hours when employed at the university whether in an academic or non-academic position. For requirements see Academic Employment: Conditions for Employment.