Hiring Area: Office of the Vice President for Student Affairs
Supervisor: Dr. Soncia Reagins-Lilly and Carol Longoria
Compensation: 20 hour per week assignment at a $13.54/first year $14.71/second year hourly rate. Maximum of 390 hours paid per long semester.
Length of appointment: By academic long semester with option to renew for a total of 4 long semesters if mutually agreed by student and supervisor. Option to begin in the summer may be available.
Application Deadline: As Advertised

DUTIES AND RESPONSIBILITIES

• Work on special research projects for the Vice President for Student Affairs - this can include working with students, faculty, and/or staff to develop new programs or resources for the university.
• Facilitate development of existing or new projects involving the Division of Student Affairs
• Benchmark existing or potential programs at UT against those at comparative institutions
• Review, draft, and edit reports and correspondence between the VPSA and Divisional Units
• Oversee hiring and onboarding, and plan meetings for the VPSA Student Consultants
• Coordinate semi-annual “Deans’ Breakfast” events for the university’s 18 academic deans
• Review and create briefs regarding national, state, and institutional policies
• Organize and facilitate quarterly Division of Student Affairs Graduate Assistant meetings (plan professional development opportunities, coordinate guest speakers, etc.)

GA/GRA Preferred Qualifications

• New Fall 2020 Masters Student(s)
• Interest in working in a generalist capacity in Student Affairs - can include interest in working with students or with different departments on campus
• Excellent written and oral communication skills
• Cooperates and collaborates effectively with co-worker(s)
• Self-starting – must be effective with a low level of supervision
• Must be able to juggle different projects concurrently
• Must be flexible and organized

POSITION OVERVIEW

• Hours to be scheduled between 8:30 a.m. and 5 p.m., Monday through Friday, with some prescheduled evening and weekend hours
• Qualification for in-state tuition rates
• Comprehensive insurance benefits package (September - May)
• Hands-on work in an assortment of student personnel fields, providing excellent work experience and the ability to work closely with administrators at UT and elsewhere