



The University of Texas at Austin
University Unions
Division of Student Affairs

NOW HIRING: STUDENT PROGRAMS GRADUATE ASSISTANT

STUDENT PROGRAMS / CAMPS EVENTS + ENTERTAINMENT OVERVIEW:

Campus Events + Entertainment (E+E) is the **largest event-planning organization on campus**. Our student leaders **plan, promote, and produce** the **best** programs that represent the **diverse interests** of UT and its students. E+E is comprised of **9 committees** and **1 funding board** and plans **over 120 events** annually serving **44,000+** students.

OUR POSITION OVERVIEW:

The Student Programs Graduate Assistant will be an integral member of the Student Programs staff and will gain experience in student organization **advising**; student activities; administration; **leadership development**; program **development, implementation, and evaluation**; **budget management**; **communication**; and **collaboration**.

LENGTH OF ASSIGNMENT: **9-MONTH POSITION,
STARTING IN MID-AUGUST**

HOURS PER WEEK:
**APPROX. 20/WEEK, MONDAY-
FRIDAY (SOME EVENING &
WEEKEND HOURS REQUIRED)**

STIPEND BASED ON
HOURLY WAGE:
**\$1,100/MONTH PLUS IN-STATE
TUITION & INSURANCE***

*FOR ACADEMIC YEAR: SEPT 1-MAY 31

STUDENT PROGRAMS GRADUATE ASSISTANT

ESSENTIAL JOB FUNCTIONS:

- Serve as **co-advisor** to the **Events CoSponsorship Board** (ECB). ECB provides **event funding** and **logistical support** for registered student organizations through an application and interview process. The Graduate Assistant will **advise** the board throughout the funding process, **monitor a \$71,000 budget**, oversee and facilitate the **event planning process** of 50+ events funded by ECB, & will maintain a record of best practices.
- Support the **planning, implementation, and evaluation** of E+E programs.
- **Coordinate** a variety of annual E+E events
- **Oversee** committee chair & vice president **application and selection process**
- Help **develop** and **facilitate** our award-winning **leadership program** for **first-year students** (First-Year Leaders in Progress, or FLiP)
- Provide support to the E+E budget officers in **writing budget proposal letters** and presentations to the Unions Board of Directors
- Participate in **staff meetings** & represent the University Unions on **campus committees** as assigned
- Other duties as assigned

REQUIRED QUALIFICATIONS:

- Must be a currently enrolled graduate student (taking at least 9 hours). Preference will be given to Master's and Ph.D. students in the College of Education's Higher Education Administration program
- Interest in student programming and student organization advising
- Ability to adapt and manage multiple duties simultaneously
- Excellent written and oral communication skills
- Experience with Macintosh/PC hardware and software, including mobile devices

PREFERRED QUALIFICATIONS:

- Experience with student programs, including creation, implementation, and evaluation
- Experience and comfort with leadership development
- Proven organizational skills and strong interpersonal skills
- Ability to make independent, ethical decisions using good judgment

WEBSITE:
WWW.UTCEE.ORG



SUPERVISOR:
CASSIDY SANSONE, ASSISTANT
DIRECTOR FOR STUDENT PROGRAMS