



The University of Texas at Austin
Office of the Vice President
for Student Affairs

GA STUDENT POSITION DESCRIPTION

GRADUATE ASSISTANT TO DR. SONCIA REAGINS-LILLY, VICE PRESIDENT FOR
STUDENT AFFAIRS AND DEAN OF STUDENTS

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: February 16, 2021

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 2021 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