



The University of Texas at Austin

Women in Engineering Program

Cockrell School of Engineering

2021-22 Graduate Teaching Assistant – Academic & Leadership Initiatives

Required Qualifications:

Must be a currently enrolled graduate student (taking at least 9 hours). Preference will be given to Master's students in the College of Education's Higher Education Administration program.

Preferred Qualifications:

The successful candidate will have a strong desire to work with STEM students who identify as female and to have a positive impact on retention; ability to utilize concepts of student development in program planning, counseling, and administrative duties; experience working with diverse student populations; other experience/skills as relevant to specific position responsibilities. Demonstrated interest in diversity, equity and inclusion is required. Additionally, the successful candidate must have the ability to work in a small work team environment, without privacy and with frequent interruptions and distractions. A background in STEM is NOT required.

Description & Responsibilities:

The Graduate Assistant will work with one of the following programs depending on interest and qualifications:

- Residential Living Learning Community program coordination and seminar instruction; supervision of 8 Peer Coaches; liaise with UHD staff
- Peer Assistance Leader (PAL) mentor program; supervision of 8-10 PAL Coordinators and approximately 150 mentors
- Leadership Collaborative student organizations (15); organization management, event planning/coordination

Participate in weekly staff meetings, staff retreats and various other meetings/programs:

- Assist with events, programs and other WEP initiatives as necessary and when needed
- Assist with budget management for program area
- Other duties and assignments as assigned/needed

Terms of Employment:

9 month position (option for summer work extension), with starting dates in mid-August

Hourly wage: \$20/hour

Majority of hours to be scheduled between 8-5, Monday–Friday

Some evening and prescheduled weekend hours

Benefits of Employment:

Unique opportunity to work in a hybrid office: a student affairs job in an academic unit

To apply, please send a letter of interest, resume, and list of references (electronic format only) to:

Ana Dison, Assistant Director
Women in Engineering Program
anadison@utexas.edu

Additional information about WEP may be found here: <http://www.engr.utexas.edu/wep>