Two (2) Graduate Assistant Positions Available
Undergraduate Admissions Center

The Undergraduate Admissions Center is seeking two (2) UT graduate students to join our team as Graduate Assistants for the 2016-2017 and 2017-18 school years. Please review the following position description and apply if interested and qualified.

Position Description:

The primary purpose of the Graduate Assistant position is to contribute as an integral member of the Visitor Services team. Each Graduate Assistant will conduct information sessions regarding the university and its admissions process; advise and assist prospective students, family members, and counselors; shadow tours and help train Admissions Ambassadors; conduct tours for prospective graduate students; and assist at recruitment events on campus, including nights and weekends.

Each Graduate Assistant will assume additional duties based upon their experience and interests and the needs of the office. These duties include but are not limited to: helping to coordinate our SHARE student volunteer and Admissions Ambassador programs; supervising volunteers at Texas Athletics events (e.g. football games); assisting with campus visit initiatives, including organizing small events; reviewing applications for undergraduate admission; operating the Visitor Center with minimal supervision; and conducting data and research projects.

Required Qualifications:

- Enrolled full-time (nine hours or more) as a graduate student in the College of Education’s Program in Higher Education Leadership or related program
- Demonstrated interest in working with currently enrolled and prospective students
- Demonstrated ability to communicate effectively with others from diverse social, ethnic, and cultural backgrounds
- Demonstrated excellent customer service skills: professional demeanor in person, over the phone, and via written correspondence
- Demonstrated understanding of FERPA and the importance of confidentiality
- Demonstrated ability to handle a demanding professional position while enrolled in a graduate program

Preferred Qualifications:

- Experience working with current college students as an orientation or peer advisor, student ambassador or tour guide, or with related college student organizations
- Experience conducting presentations to groups of 30 or larger
- Experience supervising college students
- Extensive familiarity with academic programs, admissions processes or athletic compliance issues at UT Austin or peer institutions
This position requires a commitment of one full academic year and a minimum of 20 hours per week. The official contract period is nine months (August 1-May 31), but an actual start date in early to mid-July is preferred. The Graduate Assistant will work 20 hours per week during Fall and Spring, between the standard work hours of 8 a.m.-5 p.m. and on frequent evenings, weekends, and holidays throughout the year (recruitment events and athletic schedules dictate the work schedule outside of regular business hours).

This assistantship includes a monthly stipend of $1,300 and benefits, including:

- Qualification for in-state tuition rates
- Medical benefits
- Engaging and challenging work in a vibrant and dynamic student personnel field
- Opportunities to take on additional responsibilities and implement new ideas based on Graduate Assistant’s personal, professional, and educational experience
- Mentorship by dedicated and experienced professionals

Please direct inquiries, 1 letter of interest, 1 resume and 3 references to:

Patrick Olson
Program Coordinator, Undergraduate Admissions Center
512-475-7456
patrickolson@austin.utexas.edu