Position Description:
This position is responsible for building a strong residential community, as well as assisting with student development and administrative functions, for Jester Residence Center (3,200 students). This person will be placed in either the West or East tower of Jester and will be supervised by a Hall Coordinator, while functionally interacting with four other Hall Coordinators and 64 Resident Assistants. This position has responsibilities in large-scale programming, marketing, student leadership development, staff and student recognition, student academic success, assessment, staff training, selection, and development, and judicial work. Additionally, this position supervises 1-2 student interns and drives a UT vehicle.

Position Roles:
- Assist in developing and implementing a leadership vision for Jester Center, in order to help students feel connected to the community and proud of where they live
- Develop strong relationships with Resident Assistants, professional staff, and students
- Plan and implement innovative large-scale programs and initiatives
- CoAdvise Residence Hall Council to help develop student leaders and build community
- Construct and oversee marketing plan for Jester Center, including social media
- Create initiatives to help students succeed academically and partner with Faculty Mentors
- Assist with staff training, selection, and development, including serving on a departmental committee
- Meet with students to hear conduct cases relating to policy violations in the halls
- Design and conduct assessments to help Jester Center better serve and educate students

Appointment:
This graduate appointment is a 20 hour per week, 9 month assignment starting September 1st – May 31st; summer training will begin on July 13, 2016. UT Student Academic position insurance benefits package will be included. Qualification for in-state tuition may apply for those in a Master’s program and Ph.D. students in the College of Education’s Program in Higher Education Leadership. During summer employment (July 13th-Aug 31st), this position will typically work 25 hours per week and will be paid $12.69 per hour. This position will not be eligible for a benefits package during summer employment.

Required Qualifications:
Applicant must have completed a Bachelor’s degree and be accepted into a graduate program (taking at least 9 hours) at the University of Texas at Austin. This role requires flexibility, creativity, communication skills, and the ability to take initiative. Candidates must be comfortable working in a diverse, highly interactive, and constantly changing environment.

Preferred Qualifications:
Preference will be given to Master’s and Ph.D. students in the College of Education’s Program in Higher Education Leadership or have experience and/or background in Housing and Residence Life. Comparative experience in other aspects of Student Affairs also welcomed and considered.

Work Hours:
Graduate Assistants work a maximum of 20 hours per week as required by all graduates at the University of Texas at Austin. Working times are flexible with standard office hours of 10AM to 4PM. Other times may include evening, weekend, and holiday work, scheduled with reasonable advance notice.

Additional Information:
Summer employment is required from July 15-Aug. 31 in a non-benefits eligible assignment (paid for hours worked, typically 40 hours per week). Professional development funds ($500 each long session) available to attend a regional or national conference (requires supervisor approval).

Please send resume and letter of interest for the following positions to:
LT Robinson, LT@austin.utexas.edu