Graduate Assistant for Student Leadership Development  
Division of Housing and Food Service

Position Description:  
This position is responsible for supporting the University Residence Hall Association (URHA). This person will be directly supervised by the Residence Life Program Manager and work closely with a Hall Coordinator assigned to advise URHA. This position will assist in advising the planning of Leadership Week, a student leadership conference hosted in August by URHA and assist in the coordination of the Residence Life Mooov-In process. This person will advise URHA executive board members and will attend UT Austin student leader delegations at regional and national conferences as an advisor. In addition, this person will facilitate executive board retreats and other board activities through the academic year. This person will also develop skill and leadership development activities that support student leaders involved in URHA and individual Residence Hall Councils, and this person will attend URHA executive board and Senate meetings. Drive UT Vehicle.

Position Roles:
• General advising duties, including creating opportunities for leadership development and teambuilding
• Indirect advising, including attending URHA meetings and completing 1:1 meetings with executive board members
• Plan leadership retreats and share support resources with individual Residence Hall Councils
• Long-term preparation for state, regional and national conferences, assistance in planning annual Leadership Week conference and other student leadership development events

Appointment:
This graduate appointment is a 20 hour per week, 9 month assignment starting September 1st – May 31st; summer training will begin on July 11, 2016. UT Student Academic position insurance benefits package will be included. Qualification for in-state tuition may apply for Master's and Ph.D. students in the College of Education’s Program in Higher Education Leadership.

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.

Preferred Qualifications:
Have previous experience working with student leadership initiatives, Residence Life events and activities, event planning or similar student government organizations. Previous experience in facilitating training or leadership workshops.

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:
Professional development funds ($500 each long session) available to attend a regional or national conference (requires supervisor approval).

Summer employment may be possible from June 13-August 31 in a non-benefits eligible assignment (paid for hours worked, typically 20 hours per week with payment of $12.69 per hour).

Please send resume and letter of interest for the following positions to:

LT Robinson, LT@austin.utexas.edu