Longhorn Center for Academic Excellence
Graduate Assistants

Position Overview:
The Longhorn Center for Academic Excellence is hiring one Graduate Assistant, who will lead our Writing and Humanities Center. This is a leadership position that offers teaching and administrative experience, particularly in program management and evaluation. The Longhorn Center for Academic Excellence is one of the largest learning communities at the university. We empower students personally, professionally, and academically to become innovative, productive, and global citizens who are committed to social responsibility.

Application Deadline:  As Advertised

Hiring Department:  Division of Diversity & Community Engagement

Supervisor:  Director

Length of Assignment:  Nine-month position, with starting dates in mid-August continuing through May.

Hours per week:  Approximately 20 per week

Stipend:  $1,057 per month plus in-state tuition and insurance

Duties and Responsibilities:
The duties and responsibilities vary, but may include:
• Serve as a teaching assistant (plan, teach, and grade) for three courses on social justice and change for approximately 60 undergraduate freshman students
• Create a vision and strategic plan for the writing and humanities center
• Recruit, hire, train, and evaluate a staff of 3-5 writing and humanities tutors (psychology, sociology, foreign language)
• Create marketing strategies and materials for the writing and humanities center
• Write reports and evaluations over the center's impacts
• Plan and implement workshops that help students with various components of their writing (e.g., writing a thesis, paragraphing, flow, etc.)
• Assist students with choosing the right courses for their degree plan and help students find an appropriate major relative to their career aspirations
**Required Qualifications:**
- Must be a currently enrolled graduate student (taking at least 9 hours).
- Excellent written and oral communication skills

**Preferred Qualifications:**
- Teaching or facilitation experience at any level (K-12 or adult learners)
- Experience or a strong desire to work with low-income, first-generation college students of color
- Ability to make good hiring decisions
- Ability to train others in direct student services
- Proven organizational skills and strong interpersonal skills
- Attention to detail