LEI GRADUATE ASSISTANTS (1 OPENINGS)

Hiring Area: Leadership and Ethics Institute
Supervisor: Kate O’Malley
Application Deadline: Open until filled

Hours per week: 20
Compensation: 20 hour per week assignment at $12.69 hourly rate. Up to $4,950 per long semester based on hours actually worked. Maximum of 390 hours paid per long semester.

Length of appointment: By Academic Long Semester with option to renew for a total of 2 long semesters if mutually agreed by student and supervisor. Option to begin in August may be available.

POSITION OVERVIEW
The University of Texas Leadership and Ethics Institute (LEI) is a comprehensive leadership-training program for all enrolled undergraduate and graduate students studying in any academic college, school or unit at The University of Texas at Austin. As a unit in the Office of the Dean of Students, LEI offers an array of experiential opportunities for students that incorporate both theoretical and practical ethical leadership development. This graduate assistantship will focus on one or more of the area programs and supervise one or more of our student teams.

- Hours to be scheduled between 8:30 a.m. and 5 p.m., Monday through Friday, with some prescheduled evening and weekend hours
- Qualification for in-state tuition rates
- Comprehensive insurance benefits package (September - May)
- Hands-on work in student personnel field, providing excellent work experience
- Eligibility for “A” parking permit

DUTIES AND RESPONSIBILITIES
- Serve as the primary coordinator of specific area programs.
- Advise and support one or more of the LEI student teams.
- Assist in the coordination of the recruitment, training, and advising of one or more of the following LEI Student Leadership and scholars groups: Peer Leadership Educators, LEAP Mentors, Burnt Orange Student Staff, Gates Millennium Scholars.
- Assist in coordinating core LEI area programs including the CHANGE Institute, Texas Leadership Summit, and Burnt Orange Society.
- Facilitate and present leadership workshops on campus.
- Attend Leadership and Ethics Institute as well as Office of the Dean of Students meetings, programs, activities and events when appropriate.
- Research leadership development programs and initiatives at peer institutions. Assist with area-wide assessment including program evaluation.
- Assist with general office duties as assigned (i.e. front area reception, area operations assistance, etc.).
- Assist in the development, creation, and implementation of new or improved workshops for LEI’s Outreach program.
- Ability to work occasional nights and weekends.

STUDENT LEARNING ASSOCIATED WITH THIS POSITION
1. Humanitarianism and Civic Engagement – Gain an understanding and appreciation for individual differences, and develop a sense of global citizenship.
2. **Intrapersonal/Interpersonal Development** – Be able to articulate your personal talents, skills, values and act with integrity while managing conflict and working collaboratively with teams.

3. **Personal and Professional Competence** – Learn to communicate effectively, pursue goals and maintain well-being.

4. **Learning, Application, and Integration** – Acquire, process, and connect information to make decisions.

5. **Critical Thinking and Problem Solving** – Learn how to identify issues, reflect, and creatively develop solutions.

**QUALIFICATIONS**

- Experience working with leadership development programs as well as a program planning background (including experiences as an undergraduate and/or graduate student)
- Experience in advising students who are involved in providing peer-to-peer leadership training
- A desire to work with students
- 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
- Must be a currently enrolled graduate student (taking at least 9 hours)
- Experience in program and event planning
- Experience managing teams or work groups

**HIRING PROCESS**

- If you are a potential graduate/doctoral student in higher education, please participate in the graduate assistant selection process organized by the College of Education.

All other candidates please submit résumé and cover letter to:

Reed Rallojay  
Interim Director of the Leadership and Ethics Institute  
Office of the Dean of Students  
reed@austin.utexas.edu

**HIRING INQUIRIES**

Please contact Reed Rallojay – Interim Director of the Leadership and Ethics Institute via e-mail at reed@austin.utexas.edu or by telephone at 512-232-2931.