STUDENT POSITION DESCRIPTION

GRADUATE ASSISTANT: TRAINING AND RECOGNITION

Hiring Area: Student Activities
Supervisor: SA Staff Member
Application Deadline: Open until Filled

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 4 long semesters if mutually agreed by student and supervisor. Option to begin in August may be available.

POSITION OVERVIEW
Student Activities offers many services to student organizations, providing information, registration, space reservations and training through its workshops, one-on-one consultations and event planning support. This graduate assistantship will focus on the development of both the training and recognition programs for student organizations, and assist with special projects and administrative tasks for the office.

• 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
• Assist in the coordination of the Pillars of the Forty Acres recognition program including marketing and advertising of program to student organizations; identification and implementation of new criteria; management of technology and software systems; and advising student organizations regarding program participation and criteria completion
• Assist in the planning and development of the Evening of the Stars awards ceremony
• Assist in the development, creation, and implementation of education and training workshops for student organizations
• Research organizational education and training programs and initiatives at peer institutions
• Assist in the coordination of the Annual Adviser Workshop and semester Adviser Brown Bag workshop series
• Participate in staff meetings
• Serve as a member of the Rally Duty team and response team
• Assist in creating learning outcomes and compiling the annual report
• Participate in special, complex events for student organizations on behalf of the Office of the Dean of Students
• Other administrative duties as assigned

QUALIFICATIONS
• Must be a currently enrolled graduate student (taking at least 9 hours). Preference will be given to Master’s and Ph.D. students in the College of Education’s Higher Education Administration program
• Experience working as a student leader with program planning background (including experiences as an undergraduate and/or graduate student
• Excellent written and oral communication skills
• Proven organizational skills and strong interpersonal skills
• A desire to work with college students and a commitment to diversity and social justice issues;
• Other experience/skills as relevant to specific position responsibilities

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.

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:

Marcus Mayes
Coordinator of Student Activities
Office of the Dean of Students

The University of Texas at Austin
1 University Station A5800
Austin, TX 78712-0175

Or via e-mail to: mayes@austin.utexas.edu