STUDENT POSITION DESCRIPTION

STUDENT EMERGENCY SERVICES GRADUATE ASSISTANT: SPECIAL PROJECTS

Hiring Area: Student Emergency Services
Supervisor: Krista Anderson
Application Deadline: As Advertised

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
Contribute and provide case management, threat assessment, and crisis services for undergraduate and graduate students to ensure a comprehensive and holistic approach to student emergencies, critical incidents on campus, student success, and retention. Address academic, financial, residential, student development, mental health, wellness, safety, and behavioral issues with students in need.

- 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

DUTIES AND RESPONSIBILITIES

- Facilitate absence notifications for students with class absences relating to an emergency or critical incident.
- Provide comprehensive referral services to students for on campus and community services.
- Process emergency funds for students in financial need as a result of an emergency or critical incident.
- Assist in the support of student victims and survivors of crimes, abuse, theft, assaults or other types of safety concerns.
- Assist with department and student outreach to enhance partnerships within the University.
- Work 1:1 with students through walk-in appointments and incoming calls.
- Manage and update case records and documentation.

QUALIFICATIONS

- Graduate student (master’s level preferred) in related field such as educational psychology, student affairs/higher education, mental health, social work.
- Demonstrate an understanding of crisis management, mental health, and student resources.
- Experience working with diverse populations.
- Ability to exercise a high level or discretion, and uphold privacy and confidentiality of student records.
- Excellent oral and written communication skills, and ability to work independently in a fast-paced environment.

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 wellbeing.

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:

  Krista Anderson  
  Director of Student Emergency Services  
  Office of the Dean of Students  
  The University of Texas at Austin  
  1 University Station A5800  
  Austin, TX 78712-0175  
  Or via email to: krista.anderson@austin.utexas.edu