

# STUDENT POSITION DESCRIPTION

## GRADUATE ASSISTANT: SPECIAL PROJECTS

(2 OPENINGS)

Hiring Department: DoS Central Administration

Supervisor: **Dean of Students**

**Application Deadline: Open until filled**

Hours per week: 20

Length of appointment: Nine to ten-month positions, with starting dates from mid-August to early September continuing through May with possibility of extending for two school years

### POSITION OVERVIEW

- Provides central administration and oversight for the Office of the Dean of Students and serves as the central clearinghouse for inquiries from students, faculty, family members, staff and alumni. Guided by the university's Institutional Rules, DoS Central implements measures of accountability to help ensure the health, safety and wellbeing of UT Austin students.
- Half-time positions at salary of \$1,100 per month
- Hours to be scheduled between 8:30 a.m. and 5 p.m., Monday–Friday, with some evening and prescheduled weekend hours
- Qualification for in-state tuition rates
- Comprehensive insurance benefits package
- Hands-on work in student personnel field, providing experience which will translate well in the graduate's search for full-time employment in a higher education
- Eligibility for "A" parking permit or parking garage permit (if available)

### STUDENT LEARNING ASSOCIATED WITH THIS POSITON

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

- 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
- A desire to work with students
- Ability to utilize concepts of student development in program planning and administrative duties
- Experience with Macintosh computer hardware and software or the ability to learn applications quickly
- Experience working with diverse student populations
- Other experience/skills as relevant to specific position responsibilities

### DUTIES AND RESPONSIBILITIES

- Work on special research projects for the Dean of Students- this can include working with students, faculty, and/or staff to develop new programs or resources for the university.

- Facilitate development of existing or new projects involving DoS departments
- Benchmark existing or potential programs at UT against those at comparative institutions
- Work with Administrative Services Officer to administer FACES (Fund for Academic Campus Engagement & Support).
- Work with Dean of Fine Arts to administer UT Regents Arts & Humanities awards
- Participate in professional development committee (STEP).
- Review, draft, and edit emails & documents (ex. review Student Government election code, draft event emails, etc.)
- Supervise LSO meetings
- \*Specific questions regarding *Graduate Assistant for Special Projects* may be directed to [Dr. Soncia Reagins-Lilly](#)

## 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:

Cheryl D. Pyle  
Administrative Services Officer  
The University of Texas at Austin Office of the Dean of Students  
University Station, A5800 Austin, Texas 78712

Or via e-mail to:  
[pyle@austin.utexas.edu](mailto:pyle@austin.utexas.edu)