STUDENT POSITION DESCRIPTION

GRADUATE ASSISTANT: SPECIAL PROJECTS / TEACHING ASSISTANT
(1 OPENING)

Hiring Department: DoS Central Administration
Supervisor: Sr. Associate Dean of StudentsApplication 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
  • Graduate Assistants will work with the Dean and Sr. Associate Dean to provide overall support to the Dean’s portfolio, to include: serving as primary point of contact on various projects; working with students and student groups; research and benchmarking activities; addressing inquiries; and working collaboratively with team members within and outside of the Office of the Dean of 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 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
  • 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
  • Attend 3-hr weekly class and serve as Teaching Assistant for Examining Campus Cultures Class (Fall Semester)
• Assist with grading of writing assignments, class projects and term papers (Fall semester)
• Research relevant course related articles and cultural trends
• Revise course materials and develop new course related presentation and in-class materials
• Work on special research projects for the Sr. Associate 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
• Coordinate the Dean’s Dozen award process
• Review and prepare responses to inquiries received by the Office of the Dean of Students
• Edit and prepare documents
• Participate in professional development committee (STEP)
• * Specific questions regarding the Graduate Assistant for Special Projects/Teaching Assistant may be directed to Dr. Doug Garrard

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