

# STUDENT POSITION DESCRIPTION

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

Hiring Department: DoS Central Administration

Supervisor: **Sr. Associate 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

- 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)
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### 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](mailto:pyle@austin.utexas.edu)