

STUDENT POSITION DESCRIPTION

GRADUATE ASSISTANT: AWARDS AND RECOGNITION

Hiring Department: Student Activities

Supervisor: SA Staff Member

Application Deadline: Open until Filled

Hours per week: 20

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

POSITION OVERVIEW

- Assist with the development and implementation of the student organization recognition and awards program and assist with special projects and administrative tasks for Student Activities in the Office of the Dean of Students.
- Half-time position at salary of \$1,100 per month
- 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 (based on enrollment during summer)
- Hands-on work in student personnel field, providing excellent work experience
- Eligibility for “A” parking permit

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
- 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

DUTIES AND RESPONSIBILITIES

- Coordinate the Pillars of the Forty Acres recognition program
- Coordinate the Swing Out Award program, including the student selection committee
- Assist in the planning and development of the Evening of the Stars award ceremony
- Assist with marketing and advertising of the student organization recognition and awards programs
- Participate in staff meetings, strategic planning sessions and committees
- Organize and plan events involving students, staff, faculty and administration

- Serve as a member of the Rally Duty team and response team
- Participate in special, complex events for registered student organizations on behalf of the Office of the Dean of Students
- Other administrative duties as assigned

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:

Susan Buckenmeyer
Director 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 email to: susan@austin.utexas.edu