Office of the Dean of Students
Division of Student Affairs

STUDENT POSITION DESCRIPTION

GRADUATE ASSISTANT: FACILITIES, RESERVATIONS AND SPECIAL PROJECTS

Hiring Department: Student Activities
Supervisor: Assistant Director of Student Activities

Application Deadline: As Advertised

Hours per week: Approximately 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 in the management of indoor reservations and facilities work orders as well as special projects in the Student Activities area and the Office of the Dean of Students. Extensive in person, electronic mail and telephone contact with students, faculty, staff, businesses and alumni. Assist with the administration of services and resources for registered student organization members, leaders and advisers. Assist with special projects and administrative tasks for the Student Activities area of 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

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
- 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

- Assist in the administration and facilitation of work orders for registered student organizations and sponsored student organizations
• Assist in the administration and facilitation of consultations for registered student organizations and sponsored student organizations
• Assist with special projects and administrative duties such as the Glenn Maloney Scholarship, Tejas Scholarship and Sean N. Bourgeois Memorial Endowed Scholarship Longhorn
• Maintain Find-a-Space Web database
• Clarifies institutional rules and consults with registered student organizations and sponsored student organizations
• Assists with office-wide functions including Rally Duty and Response Team
• Prepare internal and external reports and other written correspondence
• Participate in staff meetings, strategic planning sessions and committees
• Participate in special, complex events for registered student organizations and sponsored student organizations on behalf of Student Activities and the Office of the Dean of Students
• Present the New Authorized Representative Orientation
• 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