

STUDENT POSITION DESCRIPTION

GRADUATE ASSISTANT: STUDENT VETERAN SERVICES

Hiring Department: Student Veteran Services

Supervisor: **Jeremiah Gunderson**

Application Deadline: As Advertised

Hours per week: 20

Length of appointment: Nine to ten-month positions, with starting dates from mid-August/early September continuing through May

POSITION OVERVIEW

Provide administrative and professional support to the Director of Student Veteran Services (SVS) and SVS staff, including management and support for projects and issues related to student veterans and military family members at the University of Texas at Austin.

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).
- Experience in working with college-level students. Preference given to students who have experience related to student veterans.

DUTIES AND RESPONSIBILITIES

- [Research, evaluate and report information pertaining to student veteran population.
- Connect with other institutions and community organizations to serve UT Austin student veterans.
- Execute student veteran services social media communication plan.
- Prepare internal and external reports and other written correspondence
- Assist with execution of special projects or events.

HIRING PROCESS

Deliver resume and letter of interest to the following:

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