Hiring Department: Office of the Dean of Students Research Institute (DRI)  
Supervisor: Audrey Sorrells  
Application Deadline: Open until filled

Hours per week: 5-20

Length of appointment: Summer (up to 200 hours); or Fall/Spring (up to 300 hours a semester)

POSITION OVERVIEW
The purpose of the internship is to build competencies in the areas of research, student affairs and higher education, and professional skills. Specifically, the internship is focused on student development in higher education and how colleges and universities can best support students through academics, leadership development, and engagement. Emphasis is placed on the intern’s increased understanding of higher education and navigating the various departments within student affairs through partnerships, collaborations, and projects. (This is an unpaid position).

- Supervise data management for research initiatives and program improvement.
- Coordinate special projects.
- Work with undergraduate student researchers (fall/spring).
- Hours to be scheduled between 8:30 a.m. and 5 p.m., Monday–Friday, with some evening and prescheduled weekend hours.
- 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.

STUDENT LEARNING ASSOCIATED WITH THIS POSITION
1. Humanitarianism and Civic Engagement - Gain an understanding and appreciation for topics related to student affairs.
2. Intrapersonal/Interpersonal Development – Build relationships with various university departments. Work collaboratively with others to complete projects.
3. Personal and Professional Competence – Increase research skills and professional competencies.
4. Learning, Application, and Integration – Follow steps to design research, conduct the research, and develop implications from the findings.
5. Critical Thinking and Problem Solving – Use research results to inform recommendations for practice.

QUALIFICATIONS
- Full-time student in a Masters or PhD program.
- Graduate student in good academic standing.
- Remain registered in courses that count toward the graduate degree (fall/spring).
- Position requires strong communication skills, attention to detail, and the ability to follow protocol.
- Strong interpersonal skills.
- Quantitative and qualitative research experience.
- Data analysis experience.
- Ability to work in a self-directed role.
- 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.
- Experience with research software (for example SAS, SPSS, R, Campus Labs, Qualtrics)
• Experience with research methods (for example quantitative, qualitative, mixed)

**DUTIES AND RESPONSIBILITIES**
• Apply and master research concepts, practices, or methods of scholarship.
• Design and conduct research projects.
• Organize and analyze data.
• Present findings in a scholarly manner.
• Work on special research projects for the Office of the Dean of Students- this can include working with students, faculty, and/or staff to develop new programs or resources for the university.
• Develop strong working relationships with university personnel.
• Facilitate development of existing or new projects involving Office of the Dean of Students units.
• Benchmark existing or potential programs at UT against those at comparative institutions.
• Review, draft, and edit emails, documents, and reports.
• Other duties as assigned.

**HIRING PROCESS**
1. Submit resume and cover letter.
2. Interview with Dean of Students for Research staff.
3. References made available upon request.
4. Complete background check.
5. Appointed by the Associate Dean of Students for Research (Dr. Audrey Sorrells).

Please submit application materials to:

Cheryl Pyle  
The University of Texas at Austin  
Office of the Dean of Students Research Institute  
University Station, A5800  
Austin, TX 78712

Or via e-mail to:  
pyle@austin.utexas.edu