Hiring Department: Office of the Dean of Students Research Institute (DRI)
Supervisor: Coordinator of Research

Application Deadline: Open until filled

Hours per week: 3-10
Length of appointment: Varies (one semester – multiple years).

POSITION OVERVIEW
The Undergraduate Peer Facilitators are students who participate in the OUR UT program. This position is focused on student development in higher education, and how colleges and universities can best support students through academics, leadership development, and engagement. The purpose of the position is to build competencies in the areas of research, student affairs and higher education, and professional skills through assisting with research projects, facilitating peer discussions, and peer advising.

Undergraduate Peer Facilitators enroll in the UGS 312 – Research Methods course (fall semester) and have the option of joining specialized research projects in the spring with the Office of the Dean of Students.

• Work with undergraduate student researchers.
• Hours to be scheduled between 8:30 a.m. and 5 p.m., Monday–Friday, with some evening and prescheduled weekend hours.

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 – Gain an understanding of the various methods that are used to conduct research in higher education.
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 – Assist undergraduate student researchers through peer facilitation of projects.

QUALIFICATIONS
• Currently or previously enrolled in OUR UT research methods course, or demonstrated research experience and/or coursework.
• Undergraduate student in good academic standing.
• Remain registered in courses that count toward the undergraduate degree (fall/spring).
• Position requires strong communication skills, attention to detail, and the ability to follow protocol.
• Strong interpersonal skills.
• Experience with Macintosh computer hardware and software or the ability to learn applications quickly.
• Experience working with diverse student populations.

DUTIES AND RESPONSIBILITIES
• Take the OUR UT research methods course in the fall semester and complete all course assignments.
• Support Research Institute and/or Office of the Dean of Students research initiatives by serving as research assistant on projects (when appropriate).
• 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 group meetings and undergraduate student researcher projects.
- 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. 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