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

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

POSITION OVERVIEW
Undergraduate Research Interns assist the Research Institute with research activities including data collection and analysis, literature reviews, study designs, and report writing. The purpose of the internship is to build competencies and knowledge in the areas of research, student affairs, and higher education. In addition, the position offers leadership opportunities through peer mentoring, collaborative projects, and dissemination of research findings.

• 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 individual differences, and develop a sense of global citizenship.
2. Intrapersonal/Interpersonal Development – Be able to articulate your personal talents, skills, and values, as well as, 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
• Currently or previously enrolled in OUR UT research methods course.
• 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.
• Ability to work in teams.
• 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, or demonstrate previous research coursework and/or experience.
• 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.
• Attend all required meetings and trainings.
• 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.
- Assist with the review, drafting, and editing of 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