STUDENT POSITION DESCRIPTION

LEI GRADUATE INTERN (2 OPENINGS)

Hiring Department: Leadership and Ethics Institute
Supervisors: Reed Rallojay

Application Deadline: Open until filled

Hours per week: 20

Length of appointment: Summer (May-August tentative)

POSITION OVERVIEW

The University of Texas Leadership and Ethics Institute (LEI) is a comprehensive leadership-training program for all enrolled undergraduate and graduate students studying in any academic college, school or unit at The University of Texas at Austin. As a unit in the Office of the Dean of Students, LEI offers an array of experiential opportunities for students that incorporate both theoretical and practical ethical leadership development. This graduate internship will focus on one or more of the area programs and marketing of LEI programs and services during new student orientation. This position is structured for 10-20 hours a week.

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

• Experience working with leadership development programs as well as a program planning background (including experiences as an undergraduate and/or graduate student)
• Experience in advising students who are involved in providing peer-to-peer leadership training
• A desire to work with students
• Ability to utilize concepts of student development in program planning, counseling, and administrative duties
• Experience working with diverse student populations
• Other experience/skills as relevant to specific position responsibilities
• Must be enrolled as a graduate student in the preceding spring, current summer, or upcoming fall semester
• Experience planning events
• Experience managing teams or work groups

DUTIES AND RESPONSIBILITIES

• Assist a coordinator of specific area program.
  • **Burnt Orange Society**
    - Outreach to campus partners to promote engagement with the online curriculum
    - Development of the Curriculum Event Item Attendance Assessment and the Employer Analysis
    - Create a marketing and advertising plan
  • **Project LEAD**
    - Review and update the Project LEAD workshop curriculum
- Analyze the How-To workshop assessment feedback
- Develop a communication plan to be implemented beginning in the summer
- Advise and support one or more of the LEI student teams (Burnt Orange Student Staff or Peer Leadership Educators).
- Facilitate and present leadership workshops and information sessions on campus.
- Attend Leadership and Ethics Institute as well as Office of the Dean of Students meetings, programs, activities and events when appropriate.
- Research leadership development programs and initiatives at peer institutions. Assist with area-wide assessment including program evaluation. Assist with general office duties as assigned (i.e. front area reception, area operations assistance, etc.).
- Ability to work occasional nights and weekends.

HIRING PROCESS
1. Please send resume and letter of interest for the position to:
   Reed Rallojay – Assistant Director
   reed@austin.utexas.edu
2. Competitive candidates will be contacted for either an on campus interview or via a phone interview.

HIRING INQUIRIES
Please contact Reed Rallojay – Assistant Director of the Leadership and Ethics Institute via e-mail at reed@austin.utexas.edu or by telephone at 512-232-2931.