STUDENT POSITION DESCRIPTION

Burnt Orange Student Staff

Hiring Department: Leadership and Ethics Institute
Supervisor: Reed Rallojay
Hours per week: 5-10 hours per week
Length of appointment: Fall and Spring Semesters

Application Deadline: March 23, 2016 at 11:59 p.m.

POSITION OVERVIEW
The University of Texas Leadership and Ethics Institute (LEI) and the Office of the Dean of Students (DoS) seeks to select, train, and develop a student team for the marketing and the advancement of the Burnt Orange Society and the Burnt Orange Society Curriculum, a pathway to leadership and campus engagement opportunities that can jumpstart a student's leadership experience. Burnt Orange Student Staff (BOSS) will help students navigate the Burnt Orange Society Curriculum and promote membership in the Burnt Orange Society.

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 other BOSS as well as Burnt Orange Society curriculum participants.
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 or to help others make decisions.
5. Critical Thinking and Problem Solving – Learn how to identify issues, reflect, and creatively develop solutions for the benefit of the Burnt Orange Society program as well as LEI.

QUALIFICATIONS
• Must be a full-time UT Austin undergraduate or graduate student
• Must have and maintain a cumulative grade point average of 2.5 or above
• Must be skillful at time management when balancing academic and co-curricular responsibilities

DUTIES AND RESPONSIBILITIES
• Commit to the position for the 2016-2017 Academic Year (Fall and Spring semesters)
• Serve in an advisory capacity to provide feedback to the Leadership and Ethics Institute staff on the Burnt Orange Society
• Hold regular office hours for consultations with individual students regarding their progress through the curriculum
• Attend regular meetings of BOSS team members during the fall and spring semesters
• Outreach to and participate in marketing events for the campus community to promote the Burnt Orange Society through presentations and campus advertising
• Serve as an ambassador for The Leadership and Ethics Institute and The Office of the Dean of Students
HIRING PROCESS

1. All applicants must apply through this process. This includes students who held student leadership positions within the Leadership and Ethics Institute during the 2015-2016 academic year.

   Applications will be accepted from Thursday, February 25, 2016 to Wednesday, March 23, 2016.

2. Visit https://utexas.collegiatelink.net/form/start/94248 to view our student leadership positions and access the application.

3. Complete the online application. There is one application for each Leadership and Ethics Institute student leadership team position: Peer Leadership Education Team, LEAP Mentor Team, Texas Leadership Summit Student Advisory Board, and Burnt Orange Student Staff. Please read each of the position descriptions before applying. You can apply for up to three positions. Please note, if selected, you will only serve on one of the teams.

4. Participate in a group interview. Once the online application is submitted, students will be informed of their group interview time. This notification will occur on Thursday, March 24, 2016.

5. Participate in an individual interview. Following the group interview, the Leadership and Ethics Institute will extend individual interviews to a select number of student applicants. Individual interviews will take place from Monday, April 4 to Wednesday, April 13. Please note, individual interviews will be position specific (Peer Leadership Educator, LEAP Mentor, Texas Leadership Summit Student Advisory Board and Burnt Orange Student Staff). If you applied for multiple positions and move forward in the process, you may be extended interviews for one or more positions.

6. Once individual interviews have concluded, students will be contacted by a member of The Leadership and Ethics Institute staff during the week of April 18, 2016. Please note, if selected student will only be offered one student leadership team position; students may not switch to another student leadership team once an offer is made.

7. As part of the selection process, each student applicant’s disciplinary record, which is maintained by the Office of the Dean of Students, will be reviewed. The student applicant’s disciplinary record as well as their general interactions with the Office of the Dean of Students will be taken into account in the decision process.

8. Attend the Student Leader Retreat. All selected student leaders must attend the New Student Leader Retreat on Monday, May 9, 2016. Additional details will be provided during the interview process.

9. Start Leading. Student Leadership Team positions begin at the start of the Fall 2016 and terminate at the end of the Spring 2017 semester. Prior to each semester, all teams will be provided training through team retreats.