Hiring Department: Leadership and Ethics Institute
Supervisor: Katie O’Malley

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

Hours per week: 5 Hours/Week
Length of appointment: 2016-2017 Academic Year

POSITION OVERVIEW
The Leadership and Ethics Institute (LEI) in the Office of the Dean of Students seeks to select, train, and develop a team of Texas Leadership Summit Advisory Board Members to co-construct an outstanding leadership development conference for The University of Texas at Austin community. The Texas Leadership Summit (The Summit) is a free leadership development conference open to all students at The University of Texas at Austin. The Summit provides a unique space for student leaders to develop and refine leadership competencies through engagement in experiential workshops, breakout sessions, and networking. This diverse community of leaders affords each participant the opportunity to build relationships and identify areas of collaboration to positively impact The Forty Acres.

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 hone facilitation skills and learn to connect information across varied resources.
5) Critical Thinking and Problem Solving – Learn how to identify issues, reflect, and creatively develop solutions.

QUALIFICATIONS
- Must have and maintain a cumulative grade point average of 2.5 or above
- Must be a full-time undergraduate student at The University of Texas at Austin
- Must be skillful at time management when balancing academic and co-curricular responsibilities
- Must be able to dedicate five (5) hours each week to the Texas Leadership Summit Advisory Board

DUTIES AND RESPONSIBILITIES
- Commit to the Texas Leadership Summit Advisory Board for 2016-2017 Academic Year (Fall and Spring semesters)
- Develop and execute a theme for The Summit
- Recruit staff, faculty, and community partners to facilitate conference break-out sessions
- Assist in selection of keynote speaker
- Create a marketing plan that includes the utilization of social media and tabling for The Summit
- Promote The Summit by connecting and presenting to student groups
- Be present and coordinate logistics on the day of Texas Leadership Summit
- Attend bi-monthly Summit Advisory Board Meetings
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.

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

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

4. Complete the online application. There is one application of 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.

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

6. 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.

7. Once individual interviews have concluded, students will 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.

8. 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.

9. 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.

10. 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.