

STUDENT POSITION DESCRIPTION

GRADUATE ASSISTANT (GA) FOR NEW STUDENT SERVICES

Hiring Department:	New Student Services	Application Deadline: [TBD]
Supervisor:	NSS Staff Member	
Hours per week:	20 hours per week at \$12.89 hourly rate. Up to \$4,950 per long semester based on hours actually worked. Maximum of 384 hours paid per long semester.	
Length of appointment:	One year, with possible second year renewal. (By academic long semester with option to renew for a total of 4 long semesters if mutually agreed by student and supervisor.) Option to begin in August may be available. Pending availability of funding within the department, the position may be eligible for a title change (temporary position) during the summer months of June, July, and August which would include hourly wages, though the benefits package is not offered.	

POSITION OVERVIEW

The Office of New Student Services prepares new students for a successful transition to The University of Texas at Austin. New Student Services (NSS) has one available Graduate student position during the academic year.

Working with full-time student affairs practitioners within the department, the GA will assist in the development and delivery of new student and extended orientation programs, assist in recruitment, selection, supervision and training of the Orientation Advisor staff, provide support and supervision for student committees, assist in the evaluation and assessment of new student programs, and assist in delivery of new programs and services as needed during the year. Examples of program assistance may include but are not limited to new student orientation sessions, orientation advisor leadership course facilitation, spring semester transition programming, transfer student programming, and Longhorn Welcome. The GA will also assist in general office duties and collaborating with campus partners in order to deliver programs for first-year students.

DUTIES AND RESPONSIBILITIES

- Assist with orientation and extended orientation programs within department
- Help plan and implement recruitment and selection for new orientation advisors
- Facilitate various workshops for orientation advisors
- Assist with the facilitation of orientation advisor class
- Provide editing assistance with website and publications materials
- Assist with the writing e-mails, reports, goals, and learning outcomes
- Provide general office duties such as filing, managing phone calls, and reception of guests
- Assist with packing, storing and moving packages/boxes in preparation for new student programs and events
- More experienced graduate students may be asked to supervise committees or orientation advisor staff during the spring and summer months
- Attend New Student Services staff meetings
- Meet weekly with your supervisor for one-on-one meetings (meetings may move to bi-monthly pending projects and updates with supervisor)
- Attend bi-monthly Graduate Assistant Team Meetings
- Discuss and present current first-year and transition issues during department meetings or student training settings
- Meet with students in mentorship capacity
- Working conditions: May work around standard office conditions; repetitive use of a keyboard at a workstation; use of manual dexterity; lifting, moving and standing.

QUALIFICATIONS

- Must be an enrolled graduate student (taking at least 9 hours). Preference will be given to Master's and Ph.D. students in the College of Education's Higher Education Administration program
- A desire to work with and mentor students of diverse backgrounds

- Previous experience with coordinating and/or assisting with student programs/events
- Demonstrated ability to work autonomously and as a team member
- A self-starter, motivated and able to stay focused through multi-tasking
- Experience with Macintosh computer hardware and software or the ability to learn applications quickly
- Demonstrated verbal and written communication skills
- Flexible to work some weekend and evening hours during orientation and extended orientation programs
- Other experience/skills as relevant to specific position responsibilities

STUDENT LEARNING ASSOCIATED WITH THIS POSITION

This position is an excellent opportunity for a graduate student who is interested in engaging in the academic and social success of incoming undergraduate students. The GA will enhance and/or acquire the following learning opportunities:

1. Understand and apply student development theory to the practice of Student Affairs within higher education;
2. Engage in mentoring and/or coaching working relationships with professional practitioners;
3. Apply critical thinking skills towards effective decision-making, time management, planning, budgeting, and program evaluation;
4. Employ verbal and written communication skills, including scholarly writing when completing projects and assignments;
5. Learn and apply facilitation strategies that educate new students on topics such as campus safety, bystander intervention, diversity, social justice and social responsibility; and
6. Be able to articulate personal leadership skills and act with professionalism and integrity while managing conflict and working collaboratively with teams.

HIRING PROCESS

Please send resume, names of two professional references, and letter of interest for the following positions to:

NSS@austin.utexas.edu

Competitive candidates will be contacted for an interview.

Résumés, references, and letters of interest are received on a rolling basis.