

STUDENT POSITION DESCRIPTION

STUDENT ORGANIZATION CENTER GRADUATE ASSISTANT

Hiring Area: Student Activities

Supervisor: Assistant Director of Student Activities

Application Deadline: As Advertised

Compensation: 20 hour per week assignment at \$12.69 hourly rate. Up to \$4,950 per long semester based on hours actually worked. Maximum of 390 hours paid per long semester.

Length of appointment: 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.

POSITION OVERVIEW

Assist with the management of the Student Organization Center (SOC), a high volume student services office serving student organizations. Extensive in person, electronic mail and telephone contact with students, faculty, staff, businesses and alumni. Assist with the administration of services and resources for student organization members, leaders and advisers. Assist with special projects and administrative tasks for the Student Activities area of the Office of the Dean of Students.

- Hours to be scheduled between 8:30 a.m. and 5 p.m., Monday through Friday, with some prescheduled evening and weekend hours
- Qualification for in-state tuition rates
- Comprehensive insurance benefits package (September - May)
- Hands-on work in student personnel field, providing excellent work experience

DUTIES AND RESPONSIBILITIES

- Assists with the management of the operations of the Student Organization Center (SOC) including leasing space, phone service and the art center.
- Assists with the coordination and review of the new organization application process
- Supervises a student staff of 15-20 student assistants. Promotes professional development and job competency through staff meetings, evaluations, and individual trainings.
- Provides assistance and information for walk-in, telephone and Web communications to UT Austin students, parents, faculty and staff
- Assists with student organization registration, approval of banners, tables, a- frames, equipment rentals, keys, etc.
- Assists with the management of support services for the Student Services Building and 2609 University staff
- Clarifies institutional rules and consults with registered student organizations
- Assists with the coordination and review of the new organization application process
- Assists with office-wide functions including rally duty and response team
- Other administrative duties as assigned

STUDENT LEARNING ASSOCIATED WITH THIS POSITON

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

- Must be a currently 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
- Experience working as a student leader with program planning background (including experiences as an undergraduate and/or graduate student)
- Excellent written and oral communication skills
- Proven organizational skills and strong interpersonal skills
- A desire to work with college students and a commitment to diversity and social justice issues;
- Other experience/skills as relevant to specific position responsibilities

HIRING PROCESS

- **If you are a potential graduate/doctoral student in higher education, please participate in the graduate assistant selection process organized by the College of Education.**

All other candidates please submit résumé and cover letter to:

Susan Buckenmeyer
Director of Student Activities
Office of the Dean of Students

The University of Texas at Austin
1 University Station A5800
Austin, TX 78712-0175

Or via email to: susan@austin.utexas.edu