

# STUDENT POSITION DESCRIPTION

## DEAN'S SQUAD LEADER

Hiring Department: Student Activities

Supervisor: Student Organization Policy Advisor

**Application Deadline: As Advertised**

Hours per week: 12 – 15, with potential for additional shifts for special projects. Evening and weekend hours required

Length of appointment: August through May with potential to continue over the summer. \$9.10 per hour.

### POSITION OVERVIEW

Serve the Office of the Dean of Students and UT Austin community in various capacities, including but not limited to representing DoS at activities/functions and supporting registered student or sponsored student organization leaders in their freedom of speech, expression and assembly.

### 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.

### REQUIRED QUALIFICATIONS

- Anticipated enrollment for the upcoming semester at UT Austin as an undergraduate or graduate student for at least 6 hours
- Excellent verbal (public speaking) and written communication skills
- Minimum GPA of 2.30 at the end of the upcoming semester and maintain this minimum for every semester thereafter
- Flexible schedule to accommodate daytime, evening, and weekend work
- Ability to work independently and solve problems
- Project a professional demeanor
- Strong organization skills and attention to details
- Ability to work on a team
- Authorization to work in the United States of America

### PREFERRED QUALIFICATIONS

- Experience working with diverse students
- Experience working with student organizations
- Work-study status

### DUTIES AND RESPONSIBILITIES

- Support the tabling and reserved space of registered student organizations on campus on a daily basis

- Support student freedom of speech, expression and assembly at various campus events
- Provide customer service to individuals both in person and via the telephone
- Demonstrate a commitment to diversity and social justice
- Utilize effective communication skills
- Participate in volunteer activities in the fall and spring semesters
- General tabling/outreach, communicating programs and services of DoS to the campus community
- Hosting special events and programs to support and educate students on campus
- Educate student organizations through presentations
- Serve as a member of the Rally Duty Team
- Perform other duties as assigned

## **HIRING PROCESS**

1. Hiring for this position generally occurs at the end of the fall and spring semesters but may occur throughout the year on an as needed basis.
2. Complete the student employee application on HornsLink.org
3. If selected, an in-person interview with the hiring manager will be scheduled within approximately two weeks.
4. Offers will be made to successful candidates via telephone.