

# STUDENT POSITION DESCRIPTION

## SOC STUDENT ASSISTANT

Hiring Department: Student Activities

Supervisor: SOC Manager

**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 as a point of contact for questions and information for student organizations at The University of Texas at Austin. Facilitate the daily operations of the student organization center, including clerical duties, processing of monetary transactions, creating operating procedures and providing customer service to the Longhorn community.

### 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.

### 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 detail
- 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

- Perform clerical duties, including data entry and filing

- Provide customer service to individuals both in person and via the telephone and email
- Assist with appointment scheduling for Student Activities administrators
- Process monetary transactions
- Provide directional information for the Student Services Building and 2609 University Ave.
- 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.