Hiring Department: Office of the Dean of Students – Student Judicial Services
Supervisor: Norma Serrato
Hours per week: 15-19
Hourly Wage: 8.30
Length of appointment: 9/8/14 - 5/22/15

POSITION OVERVIEW
To provide clerical support for Student Judicial Services such as interacting with students, faculty, staff and the general public in person and by telephone; data entry and database maintenance, filing, proofing, photocopying, and other related tasks.

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.

QUALIFICATIONS
- Ability to work as both a team member and independently.
- Proven attention to detail, ability to prioritize, problem-solving and organizational skills.
- Demonstrated ability to work well in a fast paced environment and effectively managing multiple tasks with frequent interruptions.
- Experience using a personal computer.
- Professional demeanor, excellent punctuality and attendance.
- Strong interpersonal, verbal and written communication skills.

DUTIES AND RESPONSIBILITIES
- Interact with students, staff, faculty and visitors in person, via phone and email.
- Organize multiple calendaring demands.
- Maintain accuracy while entering detailed information.
- Follow instructions/directions from various leadership styles.
- Take initiative to understand required work assignments.
HIRING PROCESS
To apply send the following information to SJS@austin.utexas.edu

1. A Resume is required in order to apply
2. A Letter of Interest is required in order to apply.
3. A List of 3 References is required in order to apply.
4. Closing date 09/2/14
5. Expected start date 9/8/14