Hiring Department: Leadership and Ethics Institute
Hours per week: 5 Hours/Week
Length of appointment: Spring 2018
Application Deadline: November 3, 2017 at 11:59 p.m.

POSITION OVERVIEW
The Leadership and Ethics Institute in the Office of the Dean of Students seeks motivated and qualified students to serve as facilitators on the Student Leadership Team. The Student Leadership Team is a student organization, committed to providing leadership education and development to students on the Forty Acres. Members of the Student Leadership Team serve as the facilitators and primary student representatives for all programming in the Leadership and Ethics Institute. As a member of the Student Leadership Team, students will enhance their facilitation, collaboration, communication skills as well as increase their level of self-awareness.

RESPONSIBILITIES
• Commit to the Student Leadership Team position for the Spring 2018
• Collaborate with LEI Staff and fellow Student Leadership Team members to plan various programs
• Attend Student Leadership Team Training in the Spring
• Attend a sixty (60) minute meeting each week
• Commit approximately five (5) hours each week to complete tasks and responsibilities
• Promote Leadership and Ethics Institute programs
• Serve as a representative for The Leadership and Ethics Institute and The Office of the Dean of Students

QUALIFICATIONS
• Must have and maintain a cumulative grade point average of 2.5 or above
• Must be a full-time student at The University of Texas at Austin
• Must be skillful at time management when balancing multiple responsibilities
• Must be willing to develop leadership competencies associated with ethical and socially responsible practices

OPEN POSITIONS
All members of the Student Leadership Team are assigned to a squad that supports one of The Leadership and Ethics Institute’s programs. In addition to the responsibilities listed above, each squad has responsibilities and expectations unique to its squad. For the 2018 Spring semester, the following opportunities are available:

LEAP Mentor
• Actively participate in six (6) ninety (90) minute LEAP sessions during the spring semester
• Attend LEAP graduation at the conclusion of the program
• Following LEAP graduation, hold regular office hours, 1 hour per week, for the remainder of the semester
• Connect LEAP participants with resources and opportunities on The Forty Acres
• Collaborate with your LEAP co-mentor to facilitate group discussions and foster an environment that challenges and supports participants
Workshops on Demand Facilitator
- Facilitate a minimum of six (6) leadership development workshops for student organizations during the semester
- Promote leadership development workshops and Leadership and Ethics Institute programs

Burnt Orange Society
- Coordinate workshops, activities, and events for Burnt Orange Society participants
- Manage Burnt Orange Society curriculum
- Plan and execute Burnt Orange Society Induction
- Assist in the development of new leadership development programming

SELECTION PROCESS
1. Applications will be accepted via HornsLink through November 3, 2017 at 11:59 p.m.
2. When applying, please preference which of the open positions you are applying for.
3. Participate in a group interview. Once the online application is submitted, applicants will be informed of their group interview time.
4. Once group interviews have been concluded, students will be contacted by a member of The Leadership and Ethics Institute staff regarding if they have been offered an individual interview.
5. As part of the selection process, each student applicant’s disciplinary record, which is maintained by the Office of the Dean of Students, will be reviewed. The student applicant’s disciplinary record as well as their general interactions with the Office of the Dean of Students will be taken into account in the decision process.
6. Attend Student Leadership Team Training. All selected student leaders must attend the New Student Leader Retreat on Friday January, 19th, time and location TBD.
7. Student Leadership Team positions begin at the start of the Spring 2018 semester and will conclude at the end of the Spring 2018 semester.