The University of Texas at Austin
Leadership and Ethics Institute
Office of the Dean of Students

STUDENT LEADERSHIP TEAM

Hiring Department: Leadership and Ethics Institute
Hours per week: 5 Hours/Week
Length of appointment: Spring 2019
Application Deadline: November 8th 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 2019 Semester
- 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 skillful at time management when balancing multiple responsibilities

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 2019 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

ProjectLEAD Intern

- Support three (3) project groups by providing advice and mentorship
- Provide logistical and content/material creation support
- Maintain the ProjectLEAD Canvas site
- Facilitate team-building exercises and organize socials for ProjectLEAD participants
- Assist with outreach and recruitment for ProjectLEAD 2019-2020

SELECTION PROCESS

1. Applications will be accepted via HornsLink through November 8th, 2018 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 Training on Saturday/Sunday, January 26th /27th, Time TBD, Location TBD.
7. Student Leadership Team positions begin at the start of the Spring 2019 semester and will conclude at the end of the Spring 2019 semester.