

STUDENT POSITION DESCRIPTION

ADMINISTRATION-STUDENT ASSISTANT

Hiring Department: Administration

Supervisor: DoS Administrative Team

Application Deadline: As Advertised

Hours per week: 17

Length of appointment: 16 weeks- with an approximate start date of one- week before semester begins and an end date of December 19th- with the possibility to extend this appointment into the following semester(s)

POSITION OVERVIEW

Administration student assistant(s) will provide support in the following areas: assisting the Office of the Senior Associate Vice President and Dean of Students with a broad range of projects to include: event planning/conference coordination and implementation, research, learning and becoming proficient in business processes, procedures, University resources and operating policies as well as numerous technological related tasks including calendar management, multi-line phone support and meeting coordination.

This position pays \$8.30/hour and will be paid bi-weekly. Hours to be scheduled between 8am-5pm, Monday through Friday, with the rare possibility of evening and weekend times necessitated by projects or events.

STUDENT LEARNING ASSOCIATED WITH THIS POSITON

1. **Humanitarianism and Civic Engagement** – Gain an understanding and appreciation for working with all kinds of individuals including staff, faculty, students and guests of the university. Hone listening skills to appropriately interact and refer 'customer' to resources. Ability to follow instructions from various leadership styles and present information to various audiences.
2. **Intrapersonal/Interpersonal Development** – Learns to prioritize a diverse set of projects while displaying good judgment and time management skills. Takes initiative to proactively resolve issues and problems in consultation with Team Leader/Supervisor.
3. **Personal and Professional Competence** – Takes initiative to understand required work assignments and makes sound decisions with an appropriate degree of independence.
4. **Learning, Application, and Integration** – Acquire, process, and connect information to make decisions. Has ability for discretion in handling confidential information on a daily basis.
5. **Critical Thinking and Problem Solving** – Learn how to identify issues, reflect, and creatively develop solutions.

QUALIFICATIONS

- Student(s) must be currently enrolled at the University of Texas while maintaining at least a 2.5 GPA and be in good standing with the university
- A desire to help others and to provide courteous and efficient customer service to students, faculty, staff and visitors of the University
- Ability to work in a fast paced office and multi-task on projects
- Be punctual, reliable, flexible and detail-oriented
- Display excellent interpersonal skills and be able to build and maintain effective working relationships
- Ability to prioritize projects, show initiative, function independently and pay close attention to detail
- Ability to handle concurrent projects and deal effectively with interruptions while producing accurate work
- Must exhibit professional demeanor and appropriate attire

- Excellent organizational skills and the ability to handle confidential information
- Working knowledge and experience in Microsoft Word, Excel, and File Maker Pro and other programs
- Experience answering multi-line telephone system, managing multiple calendars and other office equipment
- Assists with documentation, preparation and dissemination of official documents

DUTIES AND RESPONSIBILITIES

- Provide key support to staff and facilitate with special projects for the Dean of Students, including developing new resources for the university or working on existing projects
- Answer incoming calls and have the ability to redirect calls to the appropriate department or staff person
- Ability to manage demanding administrator calendars and schedule appointments and meetings
- Must be able to perform some clerical duties such as filing, creating forms, data entry proofing documents, research for articles pertaining to higher education topics and preparing copies
- Assist with set up/break down of meetings and special events
- Attend University and Dean of Students events as a representative of our offices
- Perform other related duties as required

HIRING PROCESS

1. Please submit resume, with 2-3 reference, to vicki.wooten@austin.utexas.edu
2. Once submitted, staff members review applications and select candidates to interview in person or over the phone
3. Expected start date will begin around the first week of classes
4. For any questions regarding the position, please contact Vicki Wooten or Araceli Nieto at 512.471-1762