STUDENT POSITION DESCRIPTION
Graduate Assistant for Undergraduate Research

Hiring Department: Office of the Dean of Students Research Institute (DRI)
Supervisor: Audrey Sorrells
Application Deadline: Open until filled
Hours per week: 5 - 20
Length of appointment: Spring Semester 2016

POSITION OVERVIEW
To assist the Associate Dean of Students for Research in carrying out the mission, goals, and core values of the Office of the Dean of Students Research Initiative, with the understanding that the research should advance the GA’s professional development.

• Supervise undergraduate student research interns.
• Coordinate Special Projects.
• Assist with annual review of Office of the Dean of Students sponsored course curriculum.
• Half-time positions at an hourly rate of $11.50 - $17.00 depending on experience
• Hours to be scheduled between 8:30 a.m. and 5 p.m., Monday–Friday, with some evening and prescheduled weekend hours.
• Start date in January, through May 2016.
• Hands-on work in student personnel field, providing experience which will translate well in the graduate's search for full-time employment in a higher education.

STUDENT LEARNING ASSOCIATED WITH THIS POSITION
1. Special Topics in Student Affairs - Gain an understanding and appreciation for topics related to student affairs
2. Research Methods in Higher Education – Gain an understanding of the various methods that are used to conduct research in higher education.
3. College Teaching – Gain experience teaching undergraduate student researchers.
4. Personal and Professional Competence – Learn to communicate effectively, pursue goals and maintain well-being.
5. Learning, Application, and Integration – Acquire, process, and connect information to make decisions.

QUALIFICATIONS
• Full-time student in a Masters or PhD program.
• Graduate student in good academic standing.
• Remain registered in courses that count toward the graduate degree.
• Position requires strong communication skills, attention to detail, and the ability to follow protocol.
• Strong interpersonal skills.
• Ability to work in a self-directed role.
• Ability to utilize concepts of student development in program planning and administrative duties.
• Experience with Macintosh computer hardware and software or the ability to learn applications quickly.
• Experience working with diverse student populations.

DUTIES AND RESPONSIBILITIES
• Applying and mastering research concepts, practices, or methods of scholarship.
• Organizing or Analyzing Data.
• Presenting findings in a scholarly manner.
• Work on special research projects for the Dean of Students - this can include working with students, faculty, and/or staff to develop new programs or resources for the university.
• Develop strong working relationships with university personnel.
• Facilitate development of existing or new projects involving Office of the Dean of Students units.
• Benchmark existing or potential programs at UT against those at comparative institutions.
• Review, draft, and edit emails, documents, and reports.
• Oversee Work of undergraduate interns in Other Research Activities.

HIRING PROCESS
1. Submit Resume, Cover letter and Writing sample (original work up to 20 pages in length).
2. Interview with Dean of Students for Research staff.
3. References made available upon request.
4. Complete background check.
5. Appointed by the Associate Dean of Students for Research (Dr. Audrey Sorrells).

Please submit application materials to:

Cheryl Pyle
The University of Texas at Austin
Office of the Dean of Students Research Institute
University Station, A5800
Austin, TX 78712

Or via e-mail to:
pyle@austin.utexas.edu