



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

GRADAUTE ASSISTANT POSITION DESCRIPTION

LEADERSHIP AND ETHICS INSTITUTE GRADUATE ASSISTANTS (2 OPENINGS)

Hiring Area: Leadership and Ethics Institute

Supervisor: Alisha Cahue and Alyssa Ray, Coordinators for Student Leadership Development

Application Deadline: Open until filled

Compensation: 20 hours per week assignment at \$13.54 hourly rate. Up to \$5,200 per Long Session based on hours worked. Maximum of 390 hours paid per Long Session.

Length of appointment: By academic Long Session, with option to renew for a total of 2 Long Sessions if mutually agreed to by student and supervisor. Option to begin before classes start may be available.

POSITION OVERVIEW

This 20-hour a week position is part of the Leadership and Ethics Institute within the Office of the Dean of Students. The mission of the organization is as follows:

[The Leadership and Ethics Institute](#) (LEI) in the Office of the Dean of Students provides leadership development opportunities to undergraduate and graduate students at The University of Texas at Austin. Our mission is to empower students through transformative leadership development programs, resources, and experiences with the vision that each student will realize their potential as a leader to create positive change.

Highlights of this position include:

- Hours to be scheduled between 8:00 a.m. and 5 p.m., Monday through Friday, with some prescheduled evening and weekend hours
- Qualification for in-state tuition rates
- Comprehensive insurance benefits package (September - May)
- Hands-on work in student personnel field, providing excellent work experience
- Eligibility for "A" parking permit

PREFERRED QUALIFICATIONS

- Experience working with leadership development programs as well as a program planning background (including experiences as an undergraduate and/or graduate student);
- Experience in advising students who are involved in providing peer-to-peer leadership training;
- A desire to work with students in a developmental capacity;
- Ability to utilize concepts of student development in program planning, counseling, and administrative duties;
- Experience working with diverse student populations;
- Other experience/skills as relevant to specific position responsibilities;
- Must be a currently enrolled graduate student (taking at least 9 hours);
- Experience in program and event planning; and
- Experience managing teams or work groups.



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GRADUATE ASSISTANT FOR STUDENT DEVELOPMENT - DUTIES AND RESPONSIBILITIES

- Collaborate as a member of the Leadership and Ethics Institute team;
- Assist in the coordination and facilitation of Leadership Education and Progress (LEAP) sessions;
- Serve as the lead in the recruitment, training, and advising of LEAP Mentors;
- Assist with the assessment and evaluation of LEAP;
- Research and develop new workshop topics for Workshops On Demand;
- Support office programming and initiatives such as Student Leadership Team training and Texas Leadership Summit;
- Aid in the coordination of marketing and outreach efforts of office programming and initiatives;
- Facilitate and present leadership workshops on campus;
- Attend Leadership and Ethics Institute as well as Office of the Dean of Students meetings, programs, activities and events when appropriate; and
- Other duties as assigned.

GRADUATE ASSISTANT FOR EXPERIENTIAL LEARNING - DUTIES AND RESPONSIBILITIES

- Collaborate as a member of the Leadership and Ethics Institute team;
- Assist in the coordination and facilitation of ProjectLEAD sessions;
- Serve as the lead in the recruitment of ProjectLEAD participants;
- Coordinate and develop curriculum, training, and advising of ProjectLEAD Project Managers and Interns;
- Assist with the assessment and evaluation of ProjectLEAD;
- Support office programming and initiatives such as Student Leadership Team training and Texas Leadership Summit;
- Aid in the coordination of marketing and outreach efforts of office programming and initiatives;
- Facilitate and present leadership workshops on campus;
- Attend Leadership and Ethics Institute as well as Office of the Dean of Students meetings, programs, activities and events when appropriate; and
- Other duties as assigned.

HIRING PROCESS

If you are a potential graduate/doctoral student in higher education, please participate in the graduate assistant selection process organized by the College of Education.

All other candidates please submit résumé and cover letter to:

Leadership and Ethics Institute, Office of the Dean of Students
utlei@austin.utexas.edu

HIRING INQUIRIES

Please contact The Leadership and Ethics Institute at utlei@austin.utexas.edu or by telephone at 512-232-5163.