

STUDENT POSITION DESCRIPTION

DEAN'S SQUAD GRADUATE ASSISTANT

Hiring Department: Student Activities

Supervisor: Director of Student Activities

Application Deadline: As Advertised

Hours per week: Approximately 20

Length of appointment: Nine-month position, with starting dates in mid-August continuing through May. Hours to be scheduled between 8:30 a.m. and 5 p.m., Monday through Friday, with some prescheduled evening and weekend hours. Stipend of \$1,100 per month, in-state tuition and insurance.

POSITION OVERVIEW

Assist in the management of the Student Activities and Office of the Dean of Students outreach programs, specifically the Dean's Squad program. Coordinate the recruitment, hiring, training and supervision of the Dean's Squad student-staff team. Extensive in-person, email and telephone contact with students, faculty, staff, business and alumni. Assist with the administration of services and resources for student organization members, leaders and advisers. Assist with special projects and administrative tasks for the Student Activities area in the Office of the Dean of Students.

STUDENT LEARNING ASSOCIATED WITH THIS POSITION

1. **Humanitarianism and Civic Engagement** – Gain an understanding and appreciation for individual differences, and develop a sense of global citizenship.
2. **Intrapersonal/Interpersonal Development** – Be able to articulate your personal talents, skills, values and act with integrity while managing conflict and working collaboratively with teams.
3. **Personal and Professional Competence** – Learn to communicate effectively, pursue goals and maintain well-being.
4. **Learning, Application, and Integration** – Acquire, process, and connect information to make decisions.
5. **Critical Thinking and Problem Solving** – Learn how to identify issues, reflect, and creatively develop solutions.

REQUIRED QUALIFICATIONS

- Must be a currently enrolled graduate student (taking at least 9 hours). Preference will be given to Master's and Ph.D. students in the College of Education's Higher Education Administration program

PREFERRED QUALIFICATIONS

- Interest and knowledge in the development of services and programs that support student organizations, individual students leaders and campus involvement
- Ability to utilize concepts of student development in program planning, counseling and administrative duties
- Knowledge and experience using social media tools including Facebook and Twitter
- Excellent written and oral communication skills
- Proven organizational skills and strong interpersonal skills
- A desire to work with college students and a commitment to diversity and social justice issues
- Other experience/skills as relevant to specific position responsibilities

DUTIES AND RESPONSIBILITIES

- Coordinate the Dean's Squad program including recruiting, hiring, training and evaluating the Dean's Squad Leaders

- Assist with the management of outreach program events such as tabling
- Assist with marketing programs and services for Student Activities, the Office of the Dean of Students and the Division of Student Affairs.
- Provide assistance and information for social media and Web communications of UT Austin students, parents, faculty and staff
- Present the New Authorized Representative orientation
- Participate as a member of the Rally Duty and response teams
- Prepare internal and external reports and other written correspondence
- Participate in staff meetings, strategic planning sessions and committees
- Assist in creating learning outcomes and compiling the annual report
- Clarify institutional rules and consult with student organizations
- Other administrative duties as assigned

HIRING PROCESS

1. Participate in the graduate assistant selection process organized by the College of Education.
2. Pass a university background check.