

# STUDENT POSITION DESCRIPTION

## GRADUATE ASSISTANT: FACILITIES AND RESERVATIONS

**Hiring Area:** Student Activities

**Supervisor:** Assistant Director of Student Activities

**Application Deadline:** As Advertised

**Compensation:** 20 hour per week assignment at \$12.69 hourly rate. Up to \$4,950 per long semester based on hours actually worked.  
Maximum of 390 hours paid per long semester.

**Length of appointment:** This is a nine month appointment for the academic year 2016-2017, with option to start in August.

### POSITION OVERVIEW

Assist in the management of indoor reservations and facilities work orders. Extensive in person, electronic mail and telephone contact with students, faculty, and staff. 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 of the Office of the Dean of Students.

- Hours to be scheduled between 8:30 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

### DUTIES AND RESPONSIBILITIES

- Assist in processing room reservations and HornsLink submissions for indoor and outdoor student organization events
- Consult for student organizations
- Facilitate work orders for student organizations
- Assist in training the Student Organization Center staff on room reservation processes
- Clarify institutional rules to aid in the education for registered student organizations and sponsored student organizations
- Assist with office-wide functions including Rally Duty and staffing campus wide rallies and demonstrations
- Participate and attend staff meetings and strategic planning sessions and committees, such as Policy Team and Safety Team meetings
- Participate in special, complex events for student organizations on behalf of Student Activities
- Present the New Authorized Representative Orientation
- Maintain Find-a-Space Web database
- Prepare internal and external reports and other written correspondence
- Other administrative duties as assigned

### 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
- Experience working as a student leader with program planning background (including experiences as an undergraduate and/or graduate student)
- 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

## 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.\
6. **Policy Interpretation and Student Interaction** – Learn how to interpret, communicate, and enforce university policy as it applies to student organizations and on campus events organizations might hold.

## 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:

Susan Buckenmeyer  
Director of Student Activities  
Office of the Dean of Students

The University of Texas at Austin  
1 University Station A5800  
Austin, TX 78712-0175

Or via email to: [susan@austin.utexas.edu](mailto:susan@austin.utexas.edu)