



STUDENT POSITION DESCRIPTION

Graduate Assistant: Org Development and Recognition

DESCRIPTION

Student Activities in the Office of the Dean of Students is hiring one Graduate Assistant who will assist in the coordination of organization development and recognition programs for 1200 student organizations. With support from the supervisor, the Graduate Assistant will be responsible for the day to day administrative tasks related to the recognition programs; Pillars of the Forty Acres and the Swing Out Awards. The Graduate Assistant will also plan and coordinate the annual Evening of the Stars awards banquet. The Graduate Assistant will be responsible for identifying innovative ideas to increase student organization engagement and enhance programs. The Graduate Assistant will work both independently and collaboratively with full-time professional staff, student organization leaders and advisors, and campus partners to achieve program goals.

Additional professional development opportunities are provided to the student based upon the interest of the graduate assistant. This may include planning special events, responding to student demonstrations, and attending campus seminars/conferences, Our goal is to provide an experience for the next generation of student affairs professionals.

DUTIES AND RESPONSIBILITIES

- Coordinate the Pillars of the Forty Acres and Swing Out Awards recognition program including outreach and promotion of program to student organizations; identification and implementation of new criteria; management of technology and software systems; and advising student organizations regarding program participation and successful completion
- Work collaboratively with campus partners in the planning and facilitation of the Evening of the Stars awards banquet
- Aid in the creation, implementation, and facilitation of student organization development workshops and online modules
- Provide assistance in the coordination of student organization advisor workshops
- Assist in creating learning outcomes and compiling the annual report
- Assist in the training and development of Student Activities student staff
- Assist in the management of the organization development and recognition budget
- Other administrative duties as assigned

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

- 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

TERMS OF EMPLOYMENT

- 1) 9-month position beginning September 1, 2018
- 2) 20 hours/week at salary of \$1,100 per month
- 3) Hours to be scheduled between 8:30 a.m. and 5 p.m., Monday through Friday, with some prescheduled evening and weekend hours
- 4) Potential to become a two-year assistantship

BENEFITS OF EMPLOYMENT

- 1) Qualification for in-state tuition rates
- 2) Comprehensive insurance benefits package (based on enrollment during summer)
- 3) Hands-on work in student personnel field, providing excellent work experience
- 4) Eligibility for "A" parking permit

INSTRUCTIONS TO APPLY

- 1) Resume
- 2) Cover letter
- 3) Three professional references (names, addresses and phone numbers)

All other candidates please submit résumé and cover letter to:

Marcus Mayes
Coordinator 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: [mayes@austin.utexas.edu](mailto:mayas@austin.utexas.edu)