

STUDENT EMERGENCY SERVICE: GRADUATE ASSISTANT (GA)

POSITION DESCRIPTION

Hiring Area: Student Emergency Services (SES)

Supervisor: Kelly Soucy, Director of SES

Application Deadline: As Advertised

Compensation: 20 hours per week assignment at \$12.89 hourly rate. Maximum of 384 hours paid per long semester.

Length of appointment: By Academic Long Semester with option to renew for a total of 4 long semesters if mutually agreed by student and supervisor. Option to begin in August may be available.

POSITION OVERVIEW

Contribute and provide case management, threat assessment, and crisis services for undergraduate and graduate students to ensure a comprehensive and holistic approach to student emergencies, critical incidents on campus, student success, and retention. Address academic, financial, residential, student development, mental health, wellness, safety, and behavioral issues with students in need. Opportunities available, based on individual's interest, to serve on-call or assist with SES major programs (Interpersonal Violence Peer Support program and Campus Food Pantry/Career Closet).

- 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

DUTIES AND RESPONSIBILITIES

- Facilitate case management for various student emergencies including financial concerns, hospitalizations, Title IX related concerns, and general mental health.
- Provide comprehensive referral services to students for on campus and community services.
- Assist in the support of student victims and survivors of crimes, abuse, theft, assaults or other types of safety concerns.
- Assist with department and student outreach to enhance partnerships within the University.
- Work 1:1 with students through walk-in appointments and incoming calls.
- Manage and update case records and documentation.

QUALIFICATIONS

- Graduate student (master's level preferred) in related field such as educational psychology, student affairs/higher education, mental health, social work.
- Demonstrate an understanding of crisis management, mental health, and student resources.
- Experience working with diverse populations.
- Ability to exercise a high level of discretion, and uphold privacy and confidentiality of student records.
- Excellent oral and written communication skills, and ability to work independently in a fast-paced environment.

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 wellbeing.
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.

HIRING PROCESS: Fall 2018

- **Timeline:** Interviews held in April 2018.
- **Please email your resume to** Kelly Soucy at kelly.rifenbark@austin.utexas.edu. She will be in contact regarding an interview.