The University of Texas at Austin
Texas Leadership Education
and Development
Office of the Dean of Students

Project Advance Austin

Team Manager Role Description:

As a Team Manager with Project Advance Austin, you will serve as a new project manager providing leadership and support for an exciting and impactful project with a local nonprofit in the Austin area. As Team Manager, you will design, direct, research, and enact a project under the guidance of your nonprofit community partner, with the support of your project management team and the coaching of Texas LEAD staff. As a Team Manager, you will gain marketable project management skills, develop valuable professional connections and networks, and grow as an emerging leader on UT Austin's campus throughout the 25-26 academic year. This position is a year-long commitment, and will benefit from effective communication skills and a dedication to community service.

Benefits:
- 3 hours of upper-division course credit:
    - LA 125 (Fall)
    - LA 225 (Spring)
- Project Management Certification through Coursera.
- Leadership badges to be displayed through your online professional profiles (LinkedIn).
- Individualized coaching to develop leadership and team management skills.
- Resume-worthy project management experience.
- Networking opportunities with Austin-area nonprofits.

Responsibilities:

- Serve as primary contact for your nonprofit community partner, project management team, and Texas LEAD staff, providing consistent, professional, and timely communication.
- Manage the planning, design, and execution of your team's project.
- Delegate tasks as appropriate within your team.
- Oversee the entirety of the project lifecycle and key milestones.
- Attend a virtual 2-week summer training program (3 hours per week).
- Attend weekly PAA meetings with your project management team throughout the 25-26 academic year.

Required Qualifications:

- Enrollment as a current UT Austin student throughout the entire 25-26 academic year.
- Ability to commit 3-5 hours weekly to an important community project.
- Ability to communicate in a professional, timely, and supportive manner.
- Ability to establish and maintain a professional and supportive working relationship with your nonprofit community partner, Texas LEAD staff, and your project management team.
- A willingness to learn new skills, challenge yourself, and support your project management team, with the guidance, coaching, and support of the Texas LEAD staff.
- A desire to have a positive impact on UT Austin's Campus, and in the greater Austin area.

Application Materials:

To apply for the 2025-2026 Team Manager role, you will need the following:

- A current resumé.
- A one-page cover letter explaining why you are interested in the role
- Answer two short response questions (3-5 sentences each).
    - "What is your biggest strength and how does this influence your leadership style?"
    - "What is your biggest opportunity for development and how are you working to improve?"

What Makes a Good Application?

- Let us know what inspires you! We want to know what motivates you. Tell us about the skills and experiences that you have gained during you time as a UT Austin student.

- Let us know how Texas LEAD can help you unlock your full potential! By sharing this in your application Texas LEAD will know how we can best support you in this new role.

- Display a sense of self-awareness. What are your biggest strengths and in what areas could you use some focused coaching? This will help Texas LEAD match you with the perfect Community Partner who can support the growth of you and your team.

- Clear, effective, and consistent communication skills are vital for a PAA Team Manager. Demonstrating your communication skills will greatly benefit your application.

- Tell us what sets you apart from other applicants? What are your unique skills that will benefit your project and your project management team? Share examples if you have them.

- Tell us why you want to lead a project management team with PAA? What's driving you to submit an application, and why do you want to make a difference in the local Austin community?

- We want to know why you and why you want to make an impact with Project Advance Austin, what drives you to make a difference?

Please note, Texas LEAD selects Team Managers on a wholistic basis that takes multiple things into consideration. You **do not** need 2-4 years of extensive leadership experience to be a competitive applicant. We believe that leadership opportunities should be accessible and welcoming. We are looking for students who are eager to support their project management teams, believe in the power of collaboration, and want to have a positive impact both on campus and off. We are interested in students who are driven to make a difference.

To apply, please follow the link below and complete the application:

APPLY HERE

If you have any questions, please contact Texas LEAD Assistant Director, Marc Pereira. He can be reached via any of the methods below:

Phone: (512) 232-2866
Email: mpereira@austin.utexas.edu
In-Person: WCP 3.104