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

Project Advance Austin

Team Member Role Description:

As a Team Member with Project Advance Austin, you will serve as a vital support role with an exciting and impactful project with a local nonprofit in the Austin area. You will communicate and collaborate with your project management team to help research, design, direct, and enact a project under the guidance of your nonprofit Community Partner. 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 2024-2025 academic year. This role is a year-long commitment and serves as a great opportunity to develop your project management skills while having a positive impact in the local Austin community.

Benefits:
- 3 hours of upper-division course credit:
  - Fall – LA 125
    - Fridays (10 a.m. - 11 a.m.)
    - Fridays (11 a.m. - 12 noon)
    - Fridays (2 p.m. - 3 p.m.)
  - Spring – LA 225
    - Times to be determined.
- IBM Project Management certification through Coursera.
- Individualized coaching and professional development.
- Resume-worthy project management experience.
- Deepened connection to UT Campus and Austin Community by working with a small team of like-minded students.

Responsibilities:

- Communicate effectively with Team Manager, non-profit Community Partner, and Texas LEAD staff.
- Engage in teamwork and collaboration to manage the success of your project's life cycle.
- Meet critical deadlines and undertake critical responsibilities as they relate to your project.
- Oversee individualized portion of the project lifecycle and key milestones under the direction of your Team Manager.
- Attendance is critical! Attend weekly PAA meetings with your Project Management Team throughout the 24-25 academic year.

Required Qualifications:

- Enrollment as a current UT Austin student for the entire 2024-2025 academic year.
- Ability to commit 3-5 hours weekly to an important community project.
- Commitment to effective communication in a professional, timely, and manner.
- A willingness to learn new skills, challenge yourself, and support your project management team.
- A desire to have a positive impact within UT Austin's Campus, and the greater Austin area. A strong drive to not only do good work but also to do work that does good for those around you!

Application Materials:

To apply for the 2024-2025 Team Member role, you will need the following:

- Answer these 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 special skills do you bring to a team?"
    - "Why are you interested in joining Project Advance Austin?"

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.

- 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.

- 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 Members 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 in their community. We are interested in students who are driven to make a difference.

To apply, please follow the link or scan the QR code 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:

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Email: mpereira@austin.utexas.edu
In-Person: WCP 3.104