

Graduate Teaching Assistant Position for UT LEAD Student Success Center

The Student Success Center is seeking a Graduate Assistant to serve as a program coordinator for the UT LEAD program. This position begins January 4th and provides an annual stipend of \$1,083 per month in addition to a tuition waiver for Fall and Spring Semesters. This is a 12-month contract position with possibilities for renewal.

GTA Description:

The central focus of this assistantship is assisting the Student Success Center staff with the planning, implementation, and assessment of the UT LEAD (Leadership, Excellence, Achievement, & Diversity) Program. The UT LEAD program serves approximately 600 first-year students. Some time will also be spent assisting with other SSC programs, such as tutoring, supplemental instruction, outreach, and assessment. The student who partake in this experience will gain knowledge and skills in academic support programming along with in-depth experience working with students from first-generation backgrounds (described below).

Job Requirements/Qualifications

- Positive attitude and sincere desire to provide academic support to students, especially low-income, first-generation, under-prepared, and under-represented students;
- Commitment to provide accurate university information to concerned parents, faculty, staff, and other constituencies;
- Excellent oral communication skills, including effective phone presence and group presentation skills;
- Excellent written communication skills, including attention to detail and accuracy;
- Ability to relate to and effectively establish rapport with a diverse undergraduate student population;
- Professional demeanor, including appropriate attire for a leadership position with significant student contact, as well as maturity to function as a staff member in a university office;
- Proficiency with MS Office applications (esp. Word, Excel, Outlook, and PowerPoint);
- Willingness to develop a strong working knowledge of UT policies, procedures, and campus resources;
- Focus upon the success of our team and willingness to roll up your sleeves and help with all tasks;
- Undergraduate experience in a leadership role preferred;
- Must be able to work well with supervisors, co-workers, students, and the university community.

Responsibilities and Tasks include, but not limited to:

- Assist the UT LEAD Program Director with coordination, implementation, and monitoring of the programmatic requirements of the UT LEAD program;
- Assist with UT LEAD summer programming responsibilities including orientation and summer institute
- Initiate contact, meet regularly with and maintain files for UT LEAD students to monitor progress and to help students achieve academically;
- Assist with the planning, implementation, supervising, and monitoring of the UT LEAD living learning community and peer mentoring program;
- Develop and prepare promotional and marketing material for workshops, events, and overarching UT LEAD program;
- Assist with creating and administering student surveys and data compilation and assessment of this student group;
- Create newsletters and additional resources for UT LEAD parents.

Function as a member of the Student Success Center team:

- Market the office to students, parents, and other constituencies (e.g. prospective student events, orientation);
- Assist the SSC Leadership Team with outreach initiatives;
- Display initiative and resourcefulness in responding to programmatic needs;
- Respond verbally and/or electronically to requests from supervisor, staff, or students in a timely manner;
- Attend weekly staff meetings and any related training or staff development activities;
- Assist with the implementation and coordination of other Student Success programs or projects as needed (e.g., tutoring and supplemental instruction, outreach and assessment, summer program planning, staff development, research and benchmark reporting).

Salary/Benefits

- Tuition Waiver for fall and spring plus GA stipend; Health insurance

Term

- 20 hours/week; Position runs through May 2018