Office of the Dean
Graduate Assistantship – Recruitment and Success

COE Vision
The College of Education will be the preeminent place society will turn to solve the pressing problems facing education, including health and wellness, and the place of choice for the preparation of educational leaders.

Position Responsibilities
• Provide advising support for students visiting the Student Success Office.
• Assist with programs designed for specific student populations, such as internal and external transfer students.
• Assist with event planning and management for recruitment.
• Support service learning programs for external transfer students.
• Assist with transfer advising and articulation with ensuring new and prospective transfer students are making progress towards their degree.
• Advise students in academic difficulty or those whose grades are below a 2.5 gpa.
• Provide input for recruitment and retention initiatives.
• Other duties as assigned/needed

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:
The successful candidate will have a strong desire to work with undergraduate students and to have a positive impact on retention; ability to utilize concepts of student development in program planning, counseling, and administrative duties; experience working with diverse student populations; other experience/skills as relevant to specific position responsibilities.

Terms of Employment:
Nine-month position, with starting dates in mid-August.
Monthly stipend of $1,100 per month.
Hours to be scheduled between 8:00 a.m. and 5:00 p.m., Monday–Friday, possibility of some evening and prescheduled weekend hours.

Contact:
Antoinette Stanley Hart, M.Ed, MPS
Director of Student Success and Recruitment
512-232-1549
a_hart@austin.utexas.edu