Longhorn Center for Academic Excellence
Graduate Assistants

Position Overview:
The Longhorn Center for Academic Excellence is hiring for multiple Graduate Assistants who teach, advise, and counsel first-year college students. This is a leadership position that offers teaching and administrative experience, particularly in program planning, implementation, management, and evaluation. A strong desire to work with underrepresented, low-income, and first-generation college students is required for these positions.

The Longhorn Center for Academic Excellence is one of the largest learning communities at the university, working with 2,000+ undergraduate students. We are a fast-paced, innovative, and entrepreneurial Center with 12 full-time staff members, 14 part-time graduate assistants, and 80+ undergraduate tutors, mentors, student associates, and interns. We empower students personally, professionally, and academically to become innovative, productive, and global citizens who are committed to social responsibility.

Application Deadline: Rolling basis

Hiring Department: Division of Diversity & Community Engagement

Supervisor: Dr. Tiffany T. Lewis, Director – Gateway Scholars & Longhorn Link Programs

Length of Assignment: Nine-month position, with starting dates in mid-August continuing through May.

Hours per week: Approximately 20 per week

Stipend: Up to $1,057 per month plus in-state tuition and insurance

Duties and Responsibilities:
- Teaching: Serve as a teaching assistant (plan, teach, and grade) for three courses on equity, access, and social justice for approximately 60 undergraduate freshman students, mostly from low-income and first generation backgrounds.
• **Academic Advising:** Assist students with choosing the right courses for their degree plan and help students find an appropriate major relative to their career aspirations.

• **Personal Counseling:** Host office hours and work with students on an as needed basis on personal issues that may come up during the school year (e.g., familial, financial, social, etc.).

• **Special Project:** Work on at least one of several special projects depending on interest and need: 1) Manage the Student Leadership Institute for sophomore and junior leaders; 2) Provide support for the Monarch Scholars Program for undocumented students; 3) Serve as the Center’s liaison for site visits from K-12 partners like Upward Bound and Talent Search; 4) Work with the McNair Scholars program to prepare low-income, first-generation, and underrepresented students for doctoral degrees; 5) Lead large-scale social events for the Center’s 2,000+ students; 6) Assist and eventually lead the Center’s Writing and Humanities tutoring program; 7) Work with the African American Male Research Initiative coordinating programming for African American Males on campus; Work with the Fearless Leadership Initiative supporting and advising young college women of color on campus.

• **Evaluation & Assessment:** Write reports and evaluations over the center’s impacts.

**Required Qualifications:**

- Must be a currently enrolled full-time graduate student in any discipline (taking at least 9 hours)
- Strong desire to work with underrepresented, low-income, and first-generation college students
- Strong desire to teach a class related to equity, access, and social justice
- Excellent written and oral communication skills

**Preferred Qualifications:**

- Teaching or facilitation experience at any level (K-12 or adult learners)
- Experience working with or advising diverse populations and/or low-income communities
- Project planning, implementation, and management skills
- Proven organizational skills and strong interpersonal approach
- Ability to work in a fast-paced, innovative, and entrepreneurial environment
- Attention to detail