Graduate Assistant Position Available
Visitor Services, Office of Admissions

The Office of Admissions seeks a UT Austin graduate student to join our Visitor Services team as a Graduate Assistant for the 2018-2019 and 2019-20 school years. We invite you to review the following position description and apply if interested and qualified.

Position Description:

The primary purpose of this Graduate Assistant position is to contribute as an integral member of the Visitor Services team. The Graduate Assistant will conduct information sessions regarding the university and its admissions process; advise and assist prospective students, family members, and counselors in-person and via email and phone; shadow tours and help train and evaluate student ambassadors; conduct campus tours for prospective graduate students; assist at recruitment events on campus; and support the day-to-day operations of the visitor center.

The Visitor Services Graduate Assistant will assume additional duties and projects based upon their experience and interests, as well as the needs of the office. These duties may include but are not limited to helping coordinate our student ambassador and volunteer program(s); assisting with planning and implementation of Office of Admissions events; reviewing applications for undergraduate admission; operating the visitor center with minimal supervision; and conducting research and assessment projects.

Required Qualifications:

- Enrolled full-time (nine hours or more) as a UT Austin graduate student
- Interest in working with prospective students and currently enrolled students
- Excellent customer service skills and professional communication
- Ability to communicate effectively with people of diverse social, ethnic, and cultural backgrounds
- Ability to balance a demanding professional position with full-time graduate studies

Preferred Qualifications:

- Enrolled as a graduate student in the College of Education’s Program in Higher Education Leadership or related program
- Experience working with current college students as an orientation or peer advisor, student ambassador or tour guide, or with related college student organizations
- Experience conducting presentations to groups of 30 or larger
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Expectations and Working Hours:

This position requires a commitment of one full academic year and 20 hours per week. The official contract period is nine months (August 1-May 31), but an actual start date in June or July is preferred. The Graduate Assistant will work 20 hours per week during Fall and Spring terms. Although most work will be conducted between our standard business hours of 8 a.m.-5 p.m., events and activities will require work on evenings, weekends, and holidays throughout the year.

Compensation and Benefits:

This assistantship provides compensation and benefits as follows:

- $17.31 hourly pay rate
- Qualification for in-state tuition rates
- Medical benefits
- Engaging and challenging work in the dynamic fields of admissions and visitor services
- Opportunities to take on additional responsibilities and implement new ideas based on Graduate Assistant’s personal, professional, and educational experience
- Mentorship by dedicated and experienced professionals

To Inquire or Apply:

Please direct inquiries, a letter of interest, resume and list of three (3) references to:

James Tolleson, Assistant Director of Admissions
(512) 475-7459
james.tolleson@austin.utexas.edu