GRADUATE ASSISTANT POSITION DESCRIPTION

LEADERSHIP AND ETHICS INSTITUTE GRADUATE ASSISTANT (1 opening)

**Hiring Area:** Leadership and Ethics Institute  
**Supervisor:** Alisha Cahue, Coordinator for Student Leadership Development  
**Application Deadline:** Open until filled  
**Compensation:** 20 hours per week assignment at $12.69 hourly rate. Up to $4,950 per Long Session based on hours worked. Maximum of 390 hours paid per Long Session.  
**Length of appointment:** By academic Long Session, with option to renew for a total of 2 Long Sessions if mutually agreed to by student and supervisor. Option to begin before classes start may be available.

**POSITION OVERVIEW**
This 20-hour a week position is part of the Leadership and Ethics Institute within the Office of the Dean of Students. The mission of the organization is as follows:

The Leadership and Ethics Institute (LEI) in the Office of the Dean of Students provides leadership development opportunities to undergraduate and graduate students at The University of Texas at Austin. Through participation in our leadership programs, students will develop the skills to serve the Forty Acres and their communities as ethical and socially responsible leaders.

Highlights of this position include:
- Hours to be scheduled between 8:30 a.m. and 5 p.m., Monday through Friday, with some prescheduled evening and weekend hours
- Qualification for in-state tuition rates
- Comprehensive insurance benefits package (September - May)
- Hands-on work in student personnel field, providing excellent work experience
- Eligibility for “A” parking permit

**DUTIES AND RESPONSIBILITIES**
- Collaborate as a member of the Leadership and Ethics Institute team;
- Assist in the coordination and facilitation of Leadership Education and Progress (LEAP) sessions;
- Serve as the lead in the recruitment, training, and advising of LEAP Mentors;
- Assist with the assessment and evaluation of LEAP;
- Research and develop new workshop topics for Workshops On Demand;
- Support office programming and initiatives such as the CHANGE Institute and Texas Leadership Summit;
- Aid in the coordination of marketing and outreach efforts of office programming and initiatives;
- Facilitate and present leadership workshops on campus;
- Attend Leadership and Ethics Institute as well as Office of the Dean of Students meetings, programs, activities and events when appropriate; and
- Other duties as assigned.
PREFERRED QUALIFICATIONS

- Experience working with leadership development programs as well as a program planning background (including experiences as an undergraduate and/or graduate student);
- Experience in advising students who are involved in providing peer-to-peer leadership training;
- A desire to work with students in a developmental capacity;
- 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;
- Must be a currently enrolled graduate student (taking at least 9 hours);
- Experience in program and event planning; and
- Experience managing teams or work groups.

HIRING PROCESS

If you are a potential graduate/doctoral student in higher education, please participate in the graduate assistant selection process organized by the College of Education.

All other candidates please submit résumé and cover letter to:

Alisha Cahue  
Coordinator of Student Leadership Development  
Leadership and Ethics Institute, Office of the Dean of Students  
alisha.cahue@austin.utexas.edu

HIRING INQUIRIES

Please contact Alisha Cahue – Coordinator of Student Leadership Development via e-mail at alisha.cahue@austin.utexas.edu or by telephone at 512-232-5163.