Position Description:
This position is responsible for building a strong residential community, as well as assisting with student development and administrative functions, for Jester Residence Center (3,200 students). This person will be placed in either the West or East tower of Jester and will be supervised by a Complex Coordinator, while functionally interacting with four other Complex Coordinators, one other Graduate Assistant, and 64 Resident Assistants. This position has responsibilities in large-scale programming, marketing, student leadership development, staff and student recognition, student academic success, assessment, staff training, selection, and development, and judicial work. Additionally, this position supervises 1-2 student interns.

Position Roles:
- Assist in developing and implementing a leadership vision for Jester Center, in order to help students feel connected to the community and proud of where they live
- Develop strong relationships with Resident Assistants, professional staff, and students
- Plan and implement innovative large-scale programs and initiatives
- Co-advising Residence Hall Council to help develop student leaders and build community
- Construct and oversee marketing plan for Jester Center, including social media
- Create initiatives to help students succeed academically and partner with Faculty Mentors
- Assist with staff training, selection, and development, including serving on a departmental committee
- Meet with students to hear conduct cases relating to policy violations in the halls
- Design and conduct assessments to help Jester Center better serve and educate students

Appointment:
This graduate appointment is a 20 hour per week, 9 month assignment starting September 1st – May 31st (with an additional summer appointment starting July 16th). During the academic year this position will typically work 20 hours per week and will be paid $12.89 per hour. UT Student Academic position insurance benefits package will be included during the academic year. Summer employment is required from July 16th-Aug. 31st in a non-benefits eligible assignment paid for hours worked, typically 40 hours per week; this position will not be eligible for a benefits package during summer employment. Qualification for in-state tuition may apply for those in a Master’s program and Ph.D. students in the College of Education’s Program in Higher Education Leadership.

Work Hours:
Graduate Assistants work a maximum of 20 hours per week as required by all graduates at The University of Texas at Austin. Working times are flexible with standard office hours of 10 AM to 5 PM. Other times may include evening, weekend, and holiday work, scheduled with reasonable advance notice.

Additional Compensation:
- Professional development funds ($500 each long session) available to attend a regional or national conference
- On-campus meal plan
- Qualifies for in-state tuition and eligibility for insurance benefits package during the academic year

Required Qualifications:
Applicant must have completed a Bachelor’s degree and be accepted into a graduate program (taking at least 9 hours) at the University of Texas at Austin. This role requires flexibility, creativity, communication skills, and the ability to take initiative. Candidates must be comfortable working in a diverse, highly interactive, and constantly changing environment.

Preferred Qualifications:
Preference will be given to Master’s and Ph.D. students in the College of Education’s Program in Higher Education Leadership or have experience and/or background in Housing and Residence Life. Comparative experience in other aspects of Student Affairs also welcomed and considered.

Please send resume and letter of interest for the position to:
Justin Samuel, Assistant Director for Residence Life, at jsamuel@austin.utexas.edu