JOB DESCRIPTION:
Student Activities Student Organization Center (SOC) Graduate Assistant
Fall 2018 – Spring 2019

DESCRIPTION
Assist with the management of the Student Organization Center (SOC), a high-volume student services office serving registered student organizations. Extensive in person, e-mail, and telephone contact with students, faculty, staff, businesses, and alumni. Assist with the administration of services and resources for registered student organization members, leaders, and advisers. Assist with supervision of a team of undergraduate student staff. Assist with special projects and administrative tasks for the Student Activities area of the Office of the Dean of Students.

Additional professional opportunities are provided to the student as per the interest of the graduate assistant. This may include special events, student activism and demonstrations, and in their profession as a student affairs practitioner. Our goal is to provide an experience for the next generation of student affairs professionals.

REQUIRED QUALIFICATIONS
Must be a currently enrolled, first-year graduate student at The University of Texas at Austin taking at least 9 hours each long semester.

PREFERRED QUALIFICATIONS
• Interest and knowledge in the development of services and programs that support registered student organizations, individual student leaders and campus involvement;
• Ability to utilize concepts of student development in program planning, counseling and administrative duties;
• Experience working with student staff;
• Excellent written and oral communication skills;
• Proven organizational skills and strong interpersonal skills;
• A desire to work with college students and a commitment to diversity and social justice issues;
• Enrollment in the Higher Education Administration program; and
• Other experience/skills as relevant to specific position responsibilities.

RESPONSIBILITIES
• Assists with the management of the operations of the Student Organization Center (SOC) including leasing space, phone services, navigating reservation systems and the art center;
• Provides assistance and information for walk-in, telephone and Web communications to UT Austin students, parents, faculty, staff and businesses;
• Assists with registered student organization registration, approval of banners, tables, a-frames, equipment rentals, sound system, keys, etc;
• Assists with the management of support services for the Student Services Building staff;
• Assists with supervision of a team of undergraduate student staff, providing support including but not limited to interviewing, training, staff meetings, and performance evaluations, etc;
• Clarifies institutional rules and consults with registered student organizations;
• Assists with the coordination and review of the new organization application process;
• Compile Student Organization Center budget reports;
• Assists with the new organization and new officer orientation;
• Assists with office-wide functions including rally duty and response team; and
• Other administrative duties as assigned.

TERMS OF EMPLOYMENT
1) 9-month position beginning September 1, 2018
2) 20 hours/week at salary of $1,100 per month
3) Hours to be scheduled between 8:30 a.m. and 5 p.m., Monday through Friday, with some prescheduled evening and weekend hours

BENEFITS OF EMPLOYMENT
1) Qualification for in-state tuition rates
2) Comprehensive insurance benefits package (based on enrollment during summer)
3) Hands-on work in student personnel field, providing excellent work experience
4) Eligibility for “A” parking permit

INSTRUCTIONS TO APPLY
1) Resume
2) Cover letter
3) Three professional references (names, addresses and phone numbers)

Submit to:
Elisa Ramos
Assistant Director, Student Organization Center Manager
Student Activities
Office of the Dean of Students
The University of Texas at Austin
1 University Station A5800
Austin, TX 78712-0175

Or via e-mail to:
ramos@austin.utexas.edu