



## **Strategic Communication Graduate Assistant**

Sanger Learning Center  
School of Undergraduate Studies  
University of Texas at Austin

### **Position Description**

The Strategic Communication Graduate Assistant is a 20 hour/week appointment created to assist with Strategic Communication programming within the Sanger Learning Center at the UT Austin. The appointment will be for both fall and spring semesters of the 2018-2019 academic year, and may possibly extend into the summer of 2019.

Strategic Communication programs are run by Courtney Sviatko, Learning Specialist, and a staff of student-educators. These student-educators include Outreach and Communication Specialists, who deliver academic skills presentations across campus, and Senior Outreach and Communication Specialists, who consult with students in the Public Speaking Center. The Graduate Assistant will serve as a resource to the Strategic Communication student-educators and Learning Specialist, and assist with many aspects of the programs.

This position provides the Graduate Assistant with opportunities to learn about and gain experience with mentoring and training student-educators, exposing students to useful study strategies, marketing services to the university community, and assessing the effectiveness of programming.

### **Pay**

The wage for this position is \$15/hour with health benefits. Cost of tuition is not included in this assistantship.

### **Duties**

The Graduate Assistant will work closely with the Strategic Communication Learning Specialist to determine how the 20 hours will be spent each week and in what capacities the Graduate Assistant can be of most service to the Sanger Learning Center and Strategic Communication programs. Duties may include but are not limited to the following:

- Attend Strategic Communication staff training, meetings, and events, as required
- Assist with planning and leading Strategic Communication staff training
- Conduct observations of speech consultations and outreach presentations as assigned and provide feedback based on provided evaluation form
- Learn all outreach programming and fill requests as necessary to keep up with demand
- Assist with marketing efforts to promote Sanger Learning Center services or events
- Assist with assessment projects for Strategic Communication programs
- Assist with administrative tasks, such as: managing outreach requests; sending staff policy and procedure reminders; maintain attendance and assessment records; preparing materials for programs; other tasks as assigned



### **Professionalism Expectations**

- Honorably represent UT's Mission, Purpose, Values and Honor Code
- Perform duties according to the highest standards of ethical conduct
- Communicate frequently with supervisor) about any issues, scheduling changes, needs, etc.
- Check email and cell regularly for communication from Courtney and/or other staff members
- Maintain professional boundaries with student-educators
- Arrive for all assigned hours on time and ready to work
- Protect the confidentiality of student information

### **Application Process**

Please submit the following documents to Courtney Sviatko at [courtney.sviatko@austin.utexas.edu](mailto:courtney.sviatko@austin.utexas.edu) by end of day on Monday, April 9<sup>th</sup>:

- Resume
- 1-page letter of interest
- Academic Transcript(s)- unofficial is fine

Qualified applicants will be invited for an interview the week of April 16<sup>th</sup>.

### **Questions?**

For more information about the Strategic Communication programs at the Sanger Learning Center, visit our website: [ugs.utexas.edu/slc](http://ugs.utexas.edu/slc)

Feel free to email Courtney Sviatko with any questions.