



# The University of Texas at Austin International Office

## Summer Employment Opportunity with the UT International Office

### **Position Title:**

Graduate Assistant

### **Position Duration:**

Temporary

May 15-August 31, 2015

15-20 hrs/wk (May-June), 35-40hrs/wk (July-August)

### **Background**

The UT International Office (IO) is seeking a graduate assistant to support its Summer 2015 immersion programs for visiting university students from China. These programs aim to provide participants with a vibrant academic and cultural experience.

#### [U.S. Academic Culture & Immersion Program \(ACIP\)](#)

ACIP was designed for the [Severn Institute](#) and will be administered by International Student & Scholar Services in collaboration with ESL Services, the [UT Global Initiative for Education & Leadership](#) and the [UT Leadership & Ethics Institute](#). Participants will engage in a dynamic and holistic program designed around four components: targeted academic content, leadership workshops, community service, and civic & cultural activities.

#### [U.S. Sports & Culture Immersion Program \(SCIP\)](#)

Created for the [Shanghai University of Sport](#), SCIP is a partnership between International Student & Scholar Services and the College of Education's [Physical Education Teacher Education Program](#). Participants will learn about physical education & sports training in the U.S., engage in panel discussions, and attend workshops administered by UT athletic units. Participants will also visit various sporting events & venues and partake in cultural excursions to better understand U.S. history & culture.

### **Responsibilities**

The Graduate Assistant (GA) will report directly to the ACIP/SCIP Program Coordinator, providing administrative and program management support as needed. Key responsibilities of the GA will include:

- Coordinating logistics including room reservations, transportation, and catering
- Transporting and accompanying program participants to various site visits and special events
- Moderating and contributing to social media pages (Facebook /Twitter/Instagram/etc.)
- Administrative tasks related to the program
- Other duties as necessary

This position is short-term and time-intensive. Please consider other academic responsibilities and employment commitments when applying.

### **Requirements**

- Must be classified as a Graduate Student at UT Austin
- Excellent interpersonal communication skills
- Excellent organizational skills
- Work well independently and with teams
- Demonstrated leadership experience in a cross cultural context
- Evening and weekend hours required
- Must have a valid Texas driver's license

### **Compensation**

\$12/hr

### **How to Apply**

Please send cover letter and resume to [zsimon@austin.utexas.edu](mailto:zsimon@austin.utexas.edu) by May 1, 2015.