

On-Campus Summer Employment Opportunity

Position Title

Program Assistant

Position Duration

May 30 - August 14, 2023 (*flexible – potential to start earlier as well as extend into the fall semester*)
20-30 hours/week

Compensation

\$13-15/hour (*depending on year*)

Background

Texas Global coordinates short-term summer programs that provide targeted academic instruction, enhance English language abilities, improve cross-cultural understanding, offer networking opportunities, and foster the development of leadership skills for program participants. Each program is designed to equip students and professionals with tools to communicate effectively, build their skill set, and achieve their goals through academic instruction lead by world-class teaching and research faculty, combined with experiential learning content developed and implemented by experienced international program professionals.

Responsibilities

The Program Assistant (PA) will report directly to the assigned Program Lead and will provide administrative and program management support as needed. Key responsibilities of the PA may include overseeing the coordination of transportation for all program activities, recruiting and securing hospitality hosts for participants, processing program expense records, preparing feedback surveys, planning cultural activity logistics, staffing program events and general office administration activities. The PA should be flexible in assisting with urgent tasks outside of those listed above when needed.

Multiple positions are available as we have multiple programs supporting fellows from around the world (Africa, Latin America, Southeast Asia and more). The PA will primarily work with the fellows which can be students, faculty or young professionals. The position is short-term, time-intensive, and duties will be carried out in-person alongside program staff, participants, and collaborators. Please consider other academic responsibilities, employment commitments, and comfort with in-person interaction when applying.

It's an exciting opportunity to broaden your cultural knowledge while extending your global network!

Requirements

- Must be able to work some evening and weekend hours
- Excellent interpersonal and professional communication skills
- Excellent organizational and writing skills
- Strong attention to detail
- Work well independently and with teams
- Work with sensitive and confidential information while exercising discretion, independent judgment, and diplomacy
- Demonstrated leadership experience in a cross-cultural context

Preferred Qualifications

- Minimum one semester enrollment as regular matriculated student at UT Austin prior to beginning employment
- Experience working with international students or scholars; experience traveling, working or living abroad
- Advanced knowledge of Microsoft Office Suite
- Interest or experience in event management

How to Apply

- Please send cover letter and resume to gpi@austin.utexas.edu with subject line – *Program Assistant Application*, by Wednesday May 10th, 2023. Applications will be reviewed on a rolling basis.
- Cover letter should address relevant experience, your start & end date availability, and commitments that would affect your availability.