Graduate Student Associate

Department: Academic Affairs
Institution: The University of Texas System Administration
Location: Austin
No. of Openings: 1
Hours per Week: 19.5
Work Schedule: TBD
Compensation: $25.00/hour
FLSA Status: Non-Exempt
Benefits Eligible: No

About UT System
Established by the Texas Constitution in 1876, The University of Texas System consists of eight academic and six health institutions. The University of Texas System Administration is based in Austin, TX and is responsible for the central management and coordination of the fourteen institutions.

About Academic Affairs
The Office of Academic Affairs (OAA) is one of seven executive offices within the UT System. OAA works regularly with the presidents of the eight academic institutions, ensuring that the missions of the institutions are advanced and that appropriate plans and programs are developed and implemented.

OAA has a wide range of responsibilities, including leadership and service roles that include stewardship of academic program policy and quality assurance, support to the research missions of UT institutions, facilitation of student affairs functions, capacity-building to advance student success, data analysis and direction, oversight of administrative and policy issues related to the general academic institutions and monitoring issues related to higher education policies and practices.

OAA staff convene multiple constituent groups and work to collaboratively engage stakeholders within and beyond the UT System to fulfill the System's mission and improve educational opportunities on behalf of the State of Texas.

Essential Functions

1. Provide research and writing support to several student success initiatives in the Office of Academic Affairs, including the University of Texas System's Affordable Learning Accelerator (ALA) Task Force and projects focused on the future of work and critical literacies.
2. Specific tasks include:
   a. Conducting and synthesizing research on topics like Open Educational Resources (OER) and other next-generation and affordable learning resources and tools in Texas and nationally.
   b. Conducting and synthesizing research on the future of work and credentialing and micro-credentialing in Texas and nationally.
   c. Managing shared drives for project research and deliverables.
   d. Outreach to and information-gathering from institutional representatives and external stakeholders.
   e. Supporting the writing most immediately of the ALA Task Force report, findings and recommendations, with writing contributions to subsequent projects to follow.
Required Qualifications

1. Graduate student in good academic standing at a UT university.
2. Demonstrated record of strong research skills and experience.
3. Demonstrated record of strong written, oral and digital communication skills.
4. Strong organizational skills and the ability to synthesize diverse sets of materials.
5. Be self-directed and have the ability to work independently and as part of a team.

Preferred Qualifications

1. HTML or other knowledge of web design and management.
2. Knowledge of OER and other next-generation and affordable learning resources and tools.

Working Conditions
Standard keyboard operations

How to Apply
Send one email to {
revisore@utsystem.edu as specified below.

- Subject Line: Graduate Student Associate - First Name Last Name
Attach the following documents as Word or PDF files:
  - Resume
  - Cover Letter
  - 3 Professional References (incl. contact information)
  - A brief writing sample (3-5 pages) demonstrating synthesis of research or complex information.

Additional Information
This position is security sensitive and subject to Texas Education Code 51.215, which authorizes the employer to obtain criminal history record information.

Equal Opportunity/Affirmative Action
The University of Texas System Administration is an Equal Opportunity/ Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status or sexual orientation. Reasonable disability accommodation may be requested by contacting the Office of Human Resources.