

Graduate Student Associate



THE UNIVERSITY of TEXAS SYSTEM
FOURTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.

Office of Human Resources
512-499-4587

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 overall support to the University of Texas System's Affordable Learning Accelerator (ALA) Task Force.
2. Conduct research on Open Educational Resources (OER) and other next-generation and affordable learning resources and tools, in Texas and nationally.
3. Manage shared drive for all research and deliverables for co-chairs and other task force members
4. Help design and conduct environmental scan of OER and next-generation and affordable learning resources and tools at UT institutions.
5. Interview task force members and other UT institutional staff leaders.
6. Support the writing of the Task Force report, findings and recommendations.
7. Help design a communication and dissemination plan for the Task Force report, findings and recommendations, including exploration and development of a web-based dissemination platform.

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 srevisore@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)

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](#).

Please direct questions to the [Office of Human Resources](#).