

2012-2013 UT RecSports Graduate Assistant Position

Salary: \$16,542 (9 months)

Employer: The University of Texas at Austin

Category: Graduate Assistant (Programs)

Location: Austin, Texas

Type: Part Time – Entry Level

Required Education: 4-Year Degree

Description:

The Division of Recreational Sports at The University of Texas at Austin is offering a graduate assistantship position to a graduate student who is pursuing a career in campus recreation, student affairs administration or a closely related field.

The Programs area of UT RecSports is comprised of six core areas: Intramurals, Outdoor Recreation, Informal Recreation, Instructional, Sport Clubs and Fitness/Wellness. The Graduate Assistant (Programs) position will work with one or more of these core areas depending upon the interests of the candidate selected and the needs of the Division. While specific job duties are not entirely predetermined, graduate assistants function as part of the Division's management staff and assist with a number of responsibilities including training and evaluating student personnel, program and facility coordination, special event management and student leadership development.

This position requires a two-year commitment* and a minimum of 20 hours per week. The official contract period is nine months (September 1-May 31) but an actual start date in mid-August is typically required.

This assistantship includes a stipend of **\$1,838** per month during the contract period (includes health insurance during fall and spring semesters). Graduate assistants usually have the option of working during the summer in between their first and second year at an hourly rate. All candidates qualify for in-state tuition, financial support for professional development and access to the University's comprehensive insurance/fringe benefit package.

Academic Requirements:

Preference will be given to applicants seeking to pursue a graduate degree in Higher Education Administration. Academic requirements are generally as follows:

- ✓ Bachelor's degree
- ✓ Minimum 3.0 overall GPA
- ✓ Minimum 3.0 GPA on all upper division and graduate coursework (not just last 60 hours)
- ✓ Competitive GRE scores

Applicants will be required to apply to the UT Graduate School as well as to the Higher Education Administration Program, with a job offer being contingent upon acceptance into the Graduate School and the academic program, school or college, without restrictions.

For additional information on the UT Graduate School please visit: www.utexas.edu/ogs

For additional information on the Higher Education Administration Program please visit: www.edb.utexas.edu/education/home/

How to Apply:

Interested candidates should submit the following:

- ✓ **Letter of application** (indicating areas of academic, assistantship and career interest)
- ✓ **Resume**
- ✓ **List of references**
- ✓ **Official GRE scores** (please list analytical, verbal and quantitative scores separately)
- ✓ **Overall undergraduate GPA**
- ✓ **Upper division GPA** (not just last 60 hours)

Please forward application materials to:
Graduate Assistant Selection Committee
The University of Texas at Austin
Division of Recreational Sports
1 University Station D7500
Austin, Texas 78712-0395

Materials may also be faxed to 512.471.4994 or e-mailed to nicole.olmeda@austin.utexas.edu. Applications **will not** be accepted through the bluefishjobs.com website. **Please be aware that incomplete applications – no matter the method received – will not be considered.**

Review of graduate assistant materials will begin immediately; **Applicants are strongly encouraged to apply by March 1, 2012.** Interviews will be conducted prior to and/or at the NIRSA Annual Conference in Tampa, FL. For more information please visit our web site at www.utrecsports.org or **contact Nicole Olmeda at nicole.olmeda@austin.utexas.edu or 512.471.3116.**

Notes:

International candidates will be considered. Position is security sensitive. All job offers are contingent upon successful completion of a thorough background check. Self-disclosure of any convictions (misdemeanors and/or felonies) and/or deferred adjudications where the final disposition is still pending (i.e. the original charge has not been judicially dismissed from the age of 17 until now) is required. Contact the main Human Resources Department at 800.687.8086 for more information. The University of Texas at Austin is an Equal Opportunity/Affirmative Action employer.

Requirements:

Acceptance into the University of Texas at Austin Graduate School (deadlines vary); pursuit of a graduate studies curriculum in Higher Education Administration or closely related field; pursuit of a career path that includes collegiate recreational sports administration, student affairs administration or a closely related field; graduate assistants must maintain all graduate school enrollment (9 hours per semester) and progression requirements to sustain eligibility; recommended that prospective graduate assistants take the GRE prior to submitting the position application; **confirmation of job offer is contingent upon acceptance into the Graduate School and the academic program, school or college.**

*Continued employment is contingent upon adherence to the policies outlined in the Handbook of Operating Procedures 12.C.4.

Employer Information:

Located in the capital of Texas, The University of Texas at Austin serves as the flagship of the UT system's 15 component institutions. UT Austin has a main campus of more than 350 acres and enrolls almost 50,000 students, about 25 percent in graduate and professional programs. Founded in 1883, the University has a long and distinguished history and is considered to be one of the preeminent institutions of higher learning in the nation. Because of its high academic quality and relatively low cost, the University is consistently cited as one of the best values in American higher education by publications such as the Fiske Guide to Colleges, the Princeton Review and the Kiplinger Business Magazine.

The Division of Recreational Sports is an agency of Student Affairs and provides university students, faculty and staff with the opportunity to participate in a variety of recreational activities. Over 43,000 students participate in recreational sports activities annually, and each year its facilities record over 3.5 million hours of RecSports participation by students, faculty, staff and other affiliates. As one of the oldest and largest collegiate recreational sports programs in the nation, the Division of Recreational Sports employs 42 full-time and 1,000 part-time students annually. Recreational Sports professionals, support staff and student personnel work together to offer programs in Intramurals, Outdoor Recreation, Informal Recreation, Instructional, Sport Clubs and Fitness/Wellness. The Division manages 8 recreation facilities encompassing more than 500,000 square feet of indoor and 40 acres of outdoor activity space.

The University of Texas at Austin ranks among the top employers in Austin and is the largest state government employer in the city. UT faculty and staff enjoy a comprehensive benefit package that includes access to medical and dental insurance, retirement planning, paid holidays and sick leave, as well as access to an array of services including recreational sports, libraries, museums, food service, entertainment events and continuing education programs.