

Texas Athletics Student Services Job Opportunities

Texas Athletics Student Services is dedicated to providing holistic student services for student-athletes. It is our mission to supplement existing campus resources with academic support that promotes a positive college experience. All employees may work with confidential information and must perform their duties in a professional manner.

Advantages of Working with Athletics Student Services

- Flexible schedule – We schedule based on the availability you provide.
- Competitive pay – We offer some of the highest student pay rates on campus.
- Professional development – Our employees have the opportunity to attend workshops to enhance their skills.
- Teaching opportunities – Our employees are able to hone their teaching skills and gain experience in education.

ACADEMIC POSITIONS

Academic Mentor

Academic Mentors work with students in a structured environment to assist in the effective transition from high school to college and the development of study skills they will be able to use throughout their college experience. Mentors are assigned a student or group of students who typically meet for two (2) hours per day, four to five (4-5) days per week. Academic Mentors help students structure their daily academic tasks, monitor class progress, and assist with basic study and time management skills. Academic Mentors report to Academic Counselors and Learning Specialists.

Compensation

- \$13+ per hour, depending on qualifications
- Merit pay rate increases based on longevity and positive performance reviews

Qualifications

- Bachelor's degree with 3.0 or higher cumulative GPA
- Effective listening and communication skills
- Respect for individual differences and a variety of academic backgrounds
- Ability to commit to mentor at least six (6) hours per week for the entire semester
- Ability to commit to participate in initial orientation and ongoing training throughout employment

Tutor

Tutors are content-focused guides who explain concepts in depth at the individual student's pace. Tutors may conduct individual, small group, and walk-in tutoring sessions for specific courses. Sessions are typically scheduled on a weekly, recurring basis, but may also be scheduled as needed throughout the semester.

Compensation

- \$11+ per hour, depending on qualifications (\$12+ per hour with writing specialty)
- Merit pay rate increases based on longevity and positive performance reviews

Qualifications

- Knowledge in content areas to be tutored
- 3.0 or higher cumulative GPA
- Grade of 'B' or better in courses or content areas to be tutored
- Effective listening and communication skills
- Respect for individual differences and a variety of academic backgrounds
- Ability to commit to tutor at least five (5) hours per week for the entire semester
- Ability to commit to participate in initial orientation and ongoing training throughout employment
- *Undergraduate applicants:* Completion of at least two (2) long semesters enrolled full-time in residence

NON-ACADEMIC POSITION

Office Assistant

Office Assistants provide clerical support to the professional staff with the Texas Athletics Student Services office.

Compensation

- \$10+ per hour
- Merit pay rate increases based on longevity and positive performance reviews

Qualifications

- 3.0 or higher cumulative GPA
- Effective listening and communication skills
- Strong attention to detail
- Ability to work well individually and as a member of a team
- Ability to commit to work at least ten (10) hours per week
- *Undergraduate applicants:* Completion of at least one (1) long semester enrolled full-time in residence

HOW TO APPLY

Send the following items to jobs.studentservices@athletics.utexas.edu:

- Résumé or CV
- Cover letter
- List of 2-4 academic or professional references
 - Include name, title, relationship, and email address

If invited to interview, applicants will be asked to provide additional application items, which may include an application form, transcripts, and/or a writing sample.