



2024-2025

Division of Student Affairs

Graduate Assistant

Job Descriptions

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Career Center – G. Brint Ryan College of Business

Position Description

This Career Center Graduate Assistant will gain a solid understanding of the career development process and career services offered at UNT. The candidate will engage with students, faculty, and staff in promoting career services. This graduate assistant will also assist in creating, coordinating, and facilitating programming relevant to the needs of the students in the Ryan College of Business, along with managing career related assignments as requested by faculty. The Graduate Assistant will assist in developing, implementing, and coordinating employer-recruiting events hosted in College of Business.

Qualifications

Applicant must have completed a bachelor degree and be accepted into a graduate program at the University of North Texas. Preference will be given to applicants enrolled in a master's in Business or Higher Education. Previous program planning and implementation experience is preferred. Strong presentation skills and experience is required. Knowledge of UNT student services and prior use of Career Center is desirable. Knowledge of basic career topics is needed.

Specific Duties and Responsibilities

Assist the Career Center College of Business team with general student advising, resume reviews, interpreting career assessment results, and educating students on career center resources. Meet with students during scheduled walk-in hours and by appointment. Prepare and present workshops/presentations to classrooms on various career related topics including Resume/Cover Letter Writing, Interviewing, Business Etiquette, Handshake, and job search strategies. Assist the team with semester planning of career related events along with updating Handshake materials related to these events. Create training documents/procedures aimed to educate students about utilization of career center services. Manage several course-based resume projects each semester; training peer- advisors on resume submissions and revisions; follow-up with faculty on progress of resume

project. Engage in assessment activities including collection and maintenance of qualitative and quantitative data related to student/alumni placement and testimonials. Attend Career Center staff meetings, Team meetings, Career Center GA Meetings, and DSA Professional Development activities for GA's. Proctor at least 1 exam for the Office of Disability Access each semester. Volunteer to lead a University 101 session during First Flight or a small group during the Future Eagles program (Denton ISD 6th Grade Program)

Departmental Contact

Dr. Brian Hirsch

Senior Associate Director

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Career Center – Internships

Position Description

This Career Center Graduate Assistant will gain a solid understanding of the career development process and career services offered at UNT, with a focus on internships and other experiential learning activities such as job shadowing and micro-internships. The candidate will engage with students, faculty, on-campus partners, and employers in promoting career services and internship activity. In addition, the Graduate Student will assist in developing, planning, and conducting workshops and presentations on a variety of topics pertinent to the internships program. The Graduate Student will support the members of the Internship Team and collaborate with other Career Center teams to provide integrated internship services to UNT students.

Qualifications

Applicant must have completed a Bachelor's degree and be accepted into a graduate program at the University of North Texas. Preference will be given to applicants enrolled in a master's in Higher Education, Counseling, or Information Systems. Must have excellent verbal and written communication skills. Previous experience working with college students preferred. Knowledge of UNT student services and prior use of Career Center is desirable. Previous program/event planning and implementation experience is preferred. Strong data management/analytical skills preferred with intermediate to expert knowledge of Microsoft Office Suite. Experience with collaboration and communicating with multiple stakeholders is preferred.

Duties and Responsibilities

- Research and contact employers to participate in the Career Treks program.
- Support Internship Team members in developing and updating internship and experiential learning resources such as webpages, documents, videos, and other sources of information to engage students online.
- Collaborate with Career Center teams to develop and implement activities and additional program ideas for internships or other experiential learning opportunities (i.e. job shadowing, informational interviewing)
- Assists in communication regarding Career Treks shadowing program to students, staff and faculty.
- Assist Career Center staff in programming, activities, and events such as career fairs, mock-interviews, presentations, and staff meetings.
- Attend Career Center staff meetings and team meetings, contributing highlights and successes of the internships program and recommending new initiatives to expand student participation in internships and the reporting of internship activity to the Career Center.
- Research and stay up to date on innovative best practices of internships and experiential learning opportunities.

- Input internship data and metrics into Handshake Experiences Module, if needed to support the office support associate.
- Support the Internship Team in collecting data on internal and external UNT Internships.
- Willingness to provide internship advising to students as needed.
- Proctor at least 1 exam for the Office of Disability Access each semester
- Volunteer to lead a University 101 session during First Flight or a small group during the Future Eagles program (Denton ISD 6th Grade Program)

Departmental Contact

Corey Davidson
Assistant Director for Technology and Experiential Programs
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Career Center – Peer Advising/Programming

Position Description

This Career Center graduate assistant will gain a solid understanding of the career development process and career services in higher education. This graduate assistant will experience coordinating and leading the Career Ambassador Program which serves as Career Center student outreach and advisors. The graduate assistant will be able to demonstrate their comprehension of the UNT Career Center services and the Career Ambassador Program by effectively communicating the services offered to help students on career related topics. The graduate assistant will train each career ambassador on resume, cover letter, job search, social media, and other basic job search techniques and strategies. The graduate assistant will be responsible for facilitating virtual and/or in-person outreach activities to students and organizations, presenting at New and Transfer Student Orientations, and ensuring the ambassadors are providing high-quality career advice in a timely manner. The Graduate Assistant will receive training.

Qualifications:

Applicant must have completed a bachelor's degree and be accepted into a graduate program at the University of North Texas. Preference will be given to applicants enrolled in either higher education administration or counseling programs. Previous program planning and implementation experience is preferred.

Supervision/management backgrounds are highly encouraged. Knowledge of UNT student services and prior use of Career Center is desirable. Knowledge of basic career development and/or career topics and presentation experience are needed.

Specific Duties and Responsibilities:

- Supervise the Career Ambassador program (includes up to 13 Career Ambassadors).
- Assist in interviewing, hiring, and selecting the Career Ambassadors.
- Assist in planning and facilitating training for the Career Ambassadors.
- Create and deliver presentations over Career Center services, career development and preparation.
- Work with Career Center staff to develop and implement activities and additional program ideas for the Career Ambassador Program.
- Serve on a drop-in student appointment rotation and conduct 1:1 advising meetings with students, which includes resume review, job search assistance, and career exploration advising.
- Assist in outreach and marketing the Career Center services offered to students through offcampus career events, UNT resource tables, social media, collaborating with offices and departments, and refer students to the professional Career Advising staff.
- Assist Career Center staff with virtual and/or in-person programming, activities, and events

- such as career fairs, mock-interviews, presentations, and staff meetings.
- Facilitate opportunities for Career Ambassadors to reach out to UNT students and affinity groups.
 - Attend Career Center staff meetings and Career Education Team meetings contributing highlights, successes of the Career Ambassadors and recommending new initiatives for the program.
 - Proctor at least 1 exam for the Office of Disability Access each semester
 - Volunteer to lead a University 101 session during First Flight or a small group during the Future Eagles program (Denton ISD 6th Grade Program)

Departmental Contact:

Eric Green
Assistant Director and Career Coach
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Center for Leadership & Service

(2 positions available)

Position Description

The Center for Leadership & Service provides opportunities and programs to develop students to become engaged leaders in the global community. Work will be comprised of training and development, programming and event management, and advising. Programs include:

- Training for students and student organizations to develop personal and organizational leadership skills.
- Opportunities for students to engage in leadership development by planning and executing programs that impact the campus and the community.
- Assist in advising student IMPACT Boards (student programming board)

The position will work with leadership and service programs and will assist the Center for Leadership & Service in expanding and enhancing new initiatives for students.

****Please note: Position description can be adapted to Graduate Assistant interest within reason****

Qualifications:

Applicant must have completed a Bachelor's degree and be accepted into a graduate program at the University of North Texas. Preference will be given to applicants with experience and/or background in working with students and persons of diverse educational racial, ethnic, and cultural backgrounds, excellent written and oral communication skills, demonstrated leadership ability, computer literacy, some knowledge of effective volunteer programming, and knowledge or experience in student leadership development.

Specific Duties and Responsibilities:

- Creating an environment conducive to learning and engagement through inclusive, accessible, and equitable practices
- Co-advises and develops IMPACT Boards (student programming board) which includes 1:1 meetings, executive board meetings, general body meetings, etc.
- Assists with the creation and implementation of the Center's programs, e.g. workshops, signature events, and recognition initiatives
- Recruiting, selecting, and evaluating student leaders
- Opportunities to work 1:1 with students on their leadership and development
- Collaborates and establishes relationships with campus and community partners

- Attend weekly CLS staff meetings, team/student retreats, and Division of Student Affairs meetings (when applicable)
- Creating and implementing assessments for programming that drives data informed decisions
- Communicates through various mediums with students about leadership and service opportunities and experiences
- Opportunity to serve as a graduate advisor for Alternative Breaks programs.
- Proctor at least 1 exam for the Office of Disability Access each semester
- Volunteer to lead a University 101 session during First Flight or a small group during the Future Eagles program (Denton ISD 6th Grade Program)
- Other duties as assigned
- Some evening and weekend hours may be required

Departmental Contact:

Chad Flenar
CLS Coordinator
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Tricia Rodriguez
Director of the CLS
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Center for Fraternity and Sorority Life

Position Description

The successful candidate will learn about fraternity/sorority advising and programming. The position includes responsibility for advising and personal development of student leaders, cultural and educational program development, monitoring student conduct, and assisting with assessment projects. This position engages in active research, geared toward the improvement of current policies and practices. The position reports to and directly supports the activities and functions of the Center for Fraternity and Sorority Life.

Qualifications:

Membership in a Greek-lettered Fraternity/Sorority is required. This position will require strong computer and presentation skills and excellent oral and written communication skills. The candidate must have the ability to maintain confidentiality when required, the ability to work autonomously with limited supervision, and be able to use human relations skills to interact with individuals from a variety of backgrounds. Applicant must have completed a bachelor's degree and be admitted into a graduate program at the University of North Texas. Preference will be given to applicants enrolled in either higher education or counseling programs.

Specific Duties and Responsibilities:

- Assist with or directly advise one or more of the four fraternity/sorority governing councils (Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, or College Panhellenic Council).
- Assist with or directly advise the Greek Ambassadors, Greek Programming Board, Rho Lambda, or Order of Omega.
- Work collaboratively with the Graduate Assistant for the Center for Leadership and Service in planning and co-facilitating the Greek Emerging Leaders course, occurring in the fall and spring semesters.
- Maintain active involvement in all Fraternity and Sorority Life sponsored programs and activities.
- Assist in planning programs to promote and create a viable Greek experience for members of the community (ex. Greek Week, Greek 101, Stroll Competition, Step Show, Greek Programming Board, etc.).
- Assist with maintaining an accurate website (and any other forms of social media including but not limited to Facebook, Twitter, etc.) by providing updated information to the appropriate professional staff member.
- Assist with the creation and dissemination of any marketing/promotional materials for Fraternity and Sorority Life.
- Assist with assessment projects for the purpose of improving the quality of the membership experience.
- Maintain contact with chapters to promote ideas, perform programs, and educate members on issues important to the community.
- Assist with the compilation of data for inclusion in the Fraternity and Sorority Life annual report.
- Provide administrative support for the Center for Fraternity and Sorority Life as needed (answering the phone, routing calls, taking messages, checking voicemail, answering student questions, etc.).
- Attend all staff meetings of the Center for Fraternity and Sorority Life.
- Assist in the enforcement of all university and departmental policies.
- Contribute to a welcoming and inclusive environment within the Fraternity and Sorority Life

campuscommunity.

- Evening and weekend work will be required for orientation and various special programs
- Perform other duties as might be deemed necessary for the effective operation of the office or fraternity and sorority community by the Director of Fraternity and Sorority Life.
- Maintain membership in the Association of Fraternity and Sorority Advisors
- Proctor at least 1 exam for the Office of Disability Access each semester
- Volunteer to lead a University 101 session during First Flight or a small group during the Future Eagles program (Denton ISD 6th Grade Program)

Departmental Contact:

Ronald Atkinson II
Director – Center for Fraternity and Sorority Life
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Dean of Students – Survivor Advocate

Position Description

The University of North Texas has one full-time Survivor Advocate who provides advocacy and direct services to UNT students who have experienced sexual assault, harassment, dating/domestic violence, and stalking. This staff member also creates presentations to educate the students at UNT on these types of violence, and manages an emergency fund to offer immediate monetary assistance to victims. With the projected increase in victims that will come forward in the next two academic years, this grant proposal requests funds to staff one graduate assistant, who will work as a Survivor Advocate to assist the full-time staff member.

The Graduate Assistant will work 20-hours a week in the Dean of Students Office.

Qualifications:

Applicant must have completed a bachelor's degree and be admitted into a graduate program at the University of North Texas. Preference will be given to applicants enrolled in either higher education or counseling programs.

This position will be filled by a second-year graduate student, ideally recruited from the Counseling, Higher Education, Women's Studies, or similar graduate program.

Specific Duties and Responsibilities:

- Be the first point of contact to coordinate referrals for medical care, counseling, law enforcement, and other services on and off campus as requested by the survivor
- Contact professors on behalf of the survivor to arrange for any accommodations
- Coordinate with housing to facilitate room changes
- Support the survivor throughout the entire investigation
- Provide information on protective orders and assist with the application process
- Provide court accompaniment to legal proceedings and trials if requested
- Assist in requesting Crime Victim's Compensation
- Create programs, initiatives, and campaigns to educate the UNT population about sexual violence, violence prevention, and other prevention efforts
- Present to different students, staff, and faculty on campus about bystander intervention programs
- Manage the emergency fund to offer immediate monetary assistance to survivors
- Proctor at least 1 exam for the Office of Disability Access each semester
- Volunteer to lead a University 101 session during First Flight or a small group during the Future Eagles program (Denton ISD 6th Grade Program)

Departmental Contact:

Laura Smith

Dean of Students

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Dean of Students – Diamond Eagle Student Resource Center

Position Description

This position reports directly to the We Mean Green Fund (WMGF) Coordinator to support campus sustainability through community and collaboration based WMGF initiatives such as the UNT Community Garden, Campus Race to Zero Waste, and Bee Campus USA. The Graduate Assistant will learn about and engage in sustainability topics, project leadership, project evaluation, budgeting, stakeholder engagement, event planning, and more through their involvement with the WMGF. The employee will be an integral part of the WMGF team and contribute to the planning and implementation of everyday operations.

Qualifications

Applicant must have completed a Bachelor's degree and be accepted into a graduate program at the University of North Texas. Preference will be given to applicants with the following skillsets and interests:

- Interested in sustainability, gardening, and community collaboration leadership
- Takes initiative and demonstrates independent problem-solving skills
- Able to manage/prioritize/organize multiple projects and tasks at once
- Able to create/design marketing materials and use social media to promote programs and activities
- Has excellent communication and presentation skills and an ability to cooperate with several stakeholders (students, faculty, staff, administrators, external partners, etc.)
- Confident in planning, promoting, and carrying out both large and small-scale projects

Duties and Responsibilities

UNT Community Garden Support

- Support the UNT Community Garden through documenting and marketing garden activities via social media and web, developing community-building strategies, creating digital resources for the Gardeners Microsoft Teams group, tracking food pantry donations, and other logistics as needed. Most support will be conducted indoors, but GA should be comfortable occasionally working outdoors.

Campus Race to Zero Waste Liaison

- Plan and coordinate the two-month long educational campus waste reduction campaign and competition by collaborating with campus partners, managing a budget, scheduling and organizing events, distributing communications and marketing, reporting impacts, and other necessary logistics as needed.

Bee Campus USA Committee Assistant

- Manage UNT Bee Campus USA tasks including but not limited to: supporting Bee Campus USA Committee meetings, curating social media and web content, fostering community collaborations, and leading unique programs, events, and workshops that raise awareness and generate interest in the importance of pollinators and enhanced pollinator habitat on campus.

Marketing & Other Supporting Roles

- Provide education and outreach through tabling, event leadership, networking, & email correspondence
- Lead UNT Community Garden social media to enhance educational value and sense of community
- Assist with the creation, evaluation, and communication of assessment data for all projects
- Promote and seek opportunities for the Solar Generator Trailer to be used at UNT events
- Support WMGF Coordinator in everyday office operations as needed
- Proctor at least 1 exam for the Office of Disability Access each semester
- Volunteer to lead a University 101 session during First Flight or a small group during the Future Eagles program (Denton ISD 6th Grade Program)

Departmental Contact

Tristen Wheeler
Projects Coordinator for We Mean Green Fund
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Division of Student Affairs – Online Student Experience

Position Description

The UNT Online Student Experience is program in the Division of Student Affairs dedicated to providing engagement and support to our online student population. Our mission is to create an inclusive and empowering online community that fosters academic success, personal growth, and a sense of belonging. Through innovative and accessible resources, we are committed to facilitating engaging online experiences, ensuring that online students have equal access to all the tools and support they need to succeed. The graduate assistant for this program will play an important role in the success of this program by providing support and coaching to online students, planning and hosting virtual events, and using a variety of eLearning tools to build resources and community for online students.

Qualifications:

Applicant must have completed a Bachelor's degree and be accepted into a graduate program at the University of North Texas. Preference will be given to applicants with experience and/or background working with online students, eLearning, and who are pursuing the student affairs master's program. The ideal applicant must be able to collaborate with diverse constituencies and have strong communication and interpersonal skills. Desire to assist online students in adjusting to and succeeding at UNT is preferred. Must be in good academic and disciplinary standing with the University.

Specific Duties and Responsibilities:

Work is comprised of supporting online student success at UNT (50%), evaluating program and student learning outcomes (25%), and building online resources for students (25%). Additional duties include, but are not limited to:

- Support all programs and initiatives originating from the UNT Online Student Experience.
- Serve as a Student Success Coach for online students.
- Assist with program assessment projects evaluating both student learning outcomes and program satisfaction and compose executive summaries for events as instructed.
- Conduct research on peer institutions and best practices related to online student success.
- Develop and maintain cooperative relationships with other university departments and off-campus community partners.
- Assist DSA departments with creating online components for their programs.
- Create resources for online students.
- Market programs and resources for online students through various channels including web, email, and social media.
- Serve as a final exam proctor, volunteering for at least 2 time slots with ODA during finals week each semester.
- Some evening and weekend hours may be required.
- Other duties as assigned.

Departmental Contact:

Aundrea Caraway, DSA Online Student Experience

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Housing and Residential Life – Graduate-Assistant Community Director (2 openings)

Position Description

The Graduate-Assistant Community Director is an experienced graduate staff position that is utilized in halls with only one Community Director to assist with the advising of the Hall Association. This Graduate Assistant position is designed for a 30 hour per week work commitment, and it is an expectation that the GA will live on-campus in a room at the Residence Hall provided by the Department of Housing & Residence Life where the position is assigned, a meal plan will also be provided. At times, the work may require extended hours and/or night and weekend work hours. Ten of these hours will be counted toward the GA's On Call Rotation dates for the Community Director On Call rotation.

Qualifications

Applicant must have completed a Bachelor's degree and be accepted into a graduate program at the University of North Texas. This position requires excellent written and oral communication skills. Candidates must have strong leadership and interpersonal skills, candidate must exhibit professionalism and the ability to work successfully within a team. Preference will be given to candidates with prior residence hall or student leadership experience at the undergraduate level.

Specific Duties and Responsibilities:

- Advises the Hall Association Executive Board
- Manages the five executive positions, officer contracts, and maintains a complete board within the in-hall Hall Association
- Conduct in-hall training for the Exec. Board at the start of each semester as well as coordinate Hall Association Exec. Board team builders and developmental activities
- Meet individuals on the Hall Exec. Board and develop these student leaders
- Supervise 3-4 Resident Assistants in your hall
- Participate in the on campus after hours On-Call rotation
- Plan and submit a budget proposal with the Exec. Board to the Residence Hall Association Advisors
- Facilitate planning and execution for hall programs with the Hall Association Exec. Board
- Attend in-hall programs and General Assemblies/Programs, RHA General Assemblies with the Hall Exec. Board
- Keep appropriate staff informed of the happenings of the Hall Association
- Represent the UNT Department of Housing & Residence Life, keeping in mind the role an advisor has between the administration and the student organization.
- Proctor at least 1 exam for the Office of Disability Access each semester

- Volunteer to lead a group during the Future Eagles Program
- Possibility of summer employment
- Be able to manage resident student behavior as needed in hall

Departmental Contact:

Amanda Vaughn
Assistant Director for Residence Life-Talent Management
amanda.vaughn@unt.edu

Housing and Residence Life – Student Staff Training & Development

Position Description

The Graduate Assistant for Staff Training & Development coordinates the trainings for Residence Life student staff. Limited live on options available. If living in-hall, an additional 10 hours a week of work will be expected as a component of living within the Residence Halls. These additional 10 hours include on-call rotation for the Community Director On-Call Rotation, and evening or weekend hours as needed.

Qualifications:

Applicant must have completed a Bachelor's degree and be accepted into a graduate program at the University of North Texas. This position requires excellent written and oral communication skills. Candidates must have strong leadership and interpersonal skills, candidate must exhibit professionalism and the ability to work successfully within a team. Preference will be given to candidates with prior residence hall or student leadership experience at the undergraduate level.

Specific Duties and Responsibilities:

- Serve as assistant to the Assistant Director of Student Staff Training & Development
- Assist in creating the Residence Life Student Staff Training schedule and Learning Outcomes.
- Provide presentations on leadership skills, development of opportunities through student staff training and in-services
- Create opportunities for residential student leaders to connect with mentors through programmatic offerings or individual interactions
- Assist with the development of the curriculum for the Resident Life Advisors class, providing ongoing training and support to instructor teams
- Serve as a supportive resource to professional staff and student staff during large-scale departmental programs and initiatives, including staff selection and training, residence hall opening, Homecoming, and residence hall closings.
- Serve on various Housing & Residence Life committees in relation to training and development efforts
- Proctor at least 1 exam for the Office of Disability Access each semester
- Possibility of summer employment
- Participate in the on campus after hours On-Call rotation

Departmental Contact:

Sarah Rodgers

Assistant Director for Student Staff Training & Development

sarah.rodgers@unt.edu

Office of Disability Access (ODA) – Alternative Format Conversion Lab

Position Description

The successful candidate would learn how to and be primarily responsible for implementation and maintenance of the ODA system for providing approved students with alternative format textbooks and other alternative format reading materials and services. In addition, the GA will assist other qualifying students with visual impairments, dyslexia, learning disabilities, and/or “print” disabilities in obtaining alternative format materials through Learning Ally, Access Text Network/Bookshare, in Braille format, and in electronic format. Other related functions may include the supervision of Office Assistants scanning textbooks into electronic format, enlarging documents, and creating tactile graphics.

Qualifications:

The qualified candidate will have completed a Bachelor’s degree (preferably in Library or Information Sciences, Logistics, Computer Science) and be accepted and enrolled into a Graduate Program at the University of North Texas. The candidate must be organized, detail-oriented, and should have experience with filing systems within an office environment. Must have good written and oral communication skills and be able to establish and maintain effective working relationships with students, faculty, and staff. Must be proficient with MS Office tools and some knowledge of Optical Character Recognition (OCR) software. Technical knowledge of the Americans with Disabilities Act (ADA) is a plus.

Specific Duties and Responsibilities:

- Consult with ODA professional staff regarding students who qualify for services; formulate and implement specific services and materials based on staff recommendations.
- Provide follow-up consultation with students regarding services and materials provided.
- Maintain catalog system for managing books in audio and electronic format.
- Assist in managing documentation relating to student case files; maintain case notes regarding reader service users.
- Respond to student walk-in and telephone inquiries.
- Assist with other functions in the office as assigned.
- Work directly with students to provide instruction and training of students on how to use their alternate formats and technology available to do this.
- Utilize Optical Character Recognition (OCR) software and programming abilities in the conversion of texts into a digital format.
- Research current standards and advancements in the creation of alternative formats.
- Track and record data.
- Assist ODA Testing Center and office operations as requested. (i.e. proctor exam, cover front desk).
- Volunteer to lead a University 101 session during First Flight or a small group during the Future Eagles program (Denton ISD 6th Grade Program).

Departmental Contact:

Randi Johnson
Assistant Director
Randalynn.johnson@unt.edu

Natalie Vinzant
Student Services Coordinator
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Jessica Stone
Director
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Office of Disability Access – Accommodated Testing Services

Position Description

The successful candidate would learn how to and be primarily responsible for implementation and maintenance of the ODA system for providing qualifying students with accommodations in test taking at the ODA. Accommodations may include but are not limited to: extended time for exams, use of adaptive computer software and hardware, reader/scribe, alternate exam formats. This is an extremely security sensitive position, requiring ability to manage complex schedules while providing the optimum level of customer service.

Qualifications:

The qualified candidate will have completed a Bachelor's degree and be accepted and enrolled into a Graduate Program at the University of North Texas in the field of Rehabilitation, Special Education, Counseling, Higher Education or related field. Since this position requires competency in logistics, organization and library skills, graduate students in Library and Information Sciences will also be given consideration. The candidate must be organized and detail-oriented and should have experience with filing systems within an office environment. Must have good computer skills, written and oral communication skills, and be able to establish and maintain effective working relationships with students, faculty, and staff. Technical knowledge of the Americans with Disabilities Act a plus.

Specific Duties and Responsibilities:

- Scheduling and proctoring of exams
- Assigning testing rooms
- Ensuring that eligible students receive the recommended accommodations
- Coordination of other student workers and technology resources needed for accommodation
- Overseeing of receiving of exams by the ODA and the return of tests to instructors
- Working closely with faculty and staff to coordinate provision of testing accommodations
- Maintaining strict adherence to test security and integrity procedures
- Assist with other functions in the office as assigned
- Research current standards in the provision of disability accommodation in testing; record and analyze testing statistics
- Proctor at least 1 exam for the Office of Disability Access each semester.
- Volunteer to lead a University 101 session during First Flight or a small group during the Future Eagles program (Denton ISD 6th Grade Program).

Departmental Contact

Steven Harris
Testing Center Coordinator
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Mona Isola
Testing Center Specialist
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Febe Moss
Administrative Specialist
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Orientation and Transition Programs – Mentoring and Transition Programs

Position Description

The office of Orientation and Transition Programs is a department within the Division of Student Affairs and provides new students, continuing students, and family members with the tools necessary to make a smooth transition to UNT and toward graduation. Graduate assistants in the office play an integral role in the success of programs by providing leadership to event organization, supervising student leaders, and completing projects related to the university's goals. A major component of the assistantship is providing opportunities for the graduate assistant to practice communication with diverse constituent groups, demonstrate event planning skills, and increase their knowledge about a student's transition into the university setting. This position reports to the Coordinator of Mentoring and Transition Programs.

Qualifications:

Applicant must have completed a bachelor's degree and be admitted into a graduate program at the University of North Texas. Preference will be given to applicants with experience and/or background in orientation, retention, and transition and who are pursuing either higher education or counseling master's programs. The ideal applicant must be able to work with diverse constituencies and have strong communication and interpersonal skills. Desire to assist fellow students in adjusting to and succeeding at UNT is preferred. Must be in good academic and disciplinary standing with the University.

Specific Duties and Responsibilities:

Work is comprised of supporting student transition to UNT (50%), evaluating program and student learning outcomes (25%), and student leader supervision (25%). Additional duties include, but are not limited to:

- Support all programs and initiatives originating from the office of Orientation and Transition Programs, including: Mentoring and Transition Programs and Welcome Week
- Assist with the coordination and implementation of the ACCESS mentoring program, Centralized Peer Mentor Training, and academic mentoring initiatives
- Assist with the recruitment, selection, and supervision of Peer Mentors
- Provide responsible leadership and role model good judgement as a supervisor to Peer Mentors
- Assist with program assessment projects evaluating both student learning outcomes and program satisfaction, and compose executive summaries for events as instructed
- Conduct research on peer institutions and best practices related to Mentoring and Transition Programs
- Develop and maintain cooperative relationships with other university departments and off-campus community partners
- Represent the Orientation and Transition Programs office at resource fairs and campus events
- Serve as a final exam proctor, volunteering for at least 2 time slots with ODA during finals week each semester
- Assist the department by serving as a Future Eagles volunteer and group leader for all events
- Some evening and weekend hours may be required
- Other duties as assigned

Departmental Contact:

Dillon Smith

Coordinator of Mentoring and Transition Programs

Dillon.Smith@unt.edu

Recovery and Intervention Support and Education (RISE) Center

Position Description

The RISE Center is seeking a Graduate Assistant to provide prevention education, program development, student assessment, preliminary psychoeducation, peer recovery support, and administrative assistance. The Graduate Assistant will provide prevention and early intervention support for substance use through community prevention messaging, as well as one on one meetings with students.. Additionally, the GA will support students in recovery from mental health, substance use, and other behavioral health concerns utilizing a peer recovery support model, providing peer support groups and mentoring.

Qualifications:

Applicant must have completed a Bachelor degree and be accepted into a graduate program at the University of North Texas. Preference will be given to applicants with experience and/or background in behavioral health topics. Preferred applicant should have previous education regarding substance use and mental health, higher education, or health promotion. Additionally, due to the amount of small and large group presentations, the candidate must have excellent oral communication/presentation skills. Applicant must also be available for evening or weekend programming opportunities, as assigned.

Specific Duties and Responsibilities:

The Graduate Assistant will have the following duties:

- Facilitate large and small group presentations regarding substance use prevention and recovery support (for student organizations, university departmental programs, etc.)
- Assist with the development of programs and/or resources for substance use prevention and recovery support.
- Update and create educational materials for the RISE Center.
- Assist with the compilation of data.
- Facilitate assessment projects and data organization.
- Engage in active research (benchmarking, etc.) to develop and improve programs and procedures.
- Assist with the collaborative efforts between the RISE Center and academic departments.
- Contribute to a welcoming and inclusive environment within the RISE Center.
- Organize and communicate with volunteers.
- Answer calls and emails, set appointments, maintain RISE database, and perform other administrative duties as needed.
- Perform other duties as might be deemed necessary for the effective operation of the RISE Center or university community.
- Proctor at least 1 exam for the Office of Disability Access each semester
- Volunteer to lead a University 101 session during First Flight or a small group during the Future Eagles program (Denton ISD 6th Grade Program)

Departmental Contact:

Sonia Redwine, MPH, MCHES

(940) 565-3177

sonia.redwine@unt.edu

Student Activities Center – Student Organizations (Administrative Services 1)

Position Description

The Graduate Assistant will assist the Assistant Director of Student Organizations in providing administrative support in the development and maintenance of student organization services.

Qualifications:

Applicant must have completed a Bachelor's degree and be accepted into a graduate program at the University of North Texas. Preference will be given to applicants with excellent written and oral communication skills; demonstrated leadership ability; experience and/or strong interest and background in higher education policy/ leadership/ administration, student affairs, or counseling; and experience in programming or event planning.

Specific Duties and Responsibilities:

- Assist in the registration and overall management of student organizations
- Manage and utilize OrgSync, the online organization community, and provide trainings
- Conduct consultations with student organization officers, members, potential members, and advisors
- Produce newsletters and other resources for student organizations
- Coordinate, plan, and develop programs including, but not limited to Involvement Fairs, New Organization Bootcamp, advisor workshops, and officer workshops
- Assist with the coordination of training and resources that address travel, financial, and reputational risk management for student organizations
- Inform student organizations of university resources and policies
- Assist with the coordination of outreach opportunities supporting various audiences, including student organizations, current students, and incoming students, to promote departmental activities and services
- Collaborate on programming and develop relationships with departments across campus (e.g., Center for Leadership and Service, Center for Fraternity and Sorority Life, Student Money Management Center, Career Center)
- Create evaluations and assessments for programs and services using student-centered goals
- Perform best practices research on policies and procedures related to student organizations
- Facilitate a variety of leadership and informational trainings, workshops, and presentations
- Proctor at least 1 exam for the Office of Disability Access each semester
- Lead a small group during the Future Eagles program (Denton ISD 6th Grade Program)
- Other duties as assigned

In addition to these primary responsibilities, the graduate assistant will contribute to a comprehensive student activities program, which may include:

- Serving as Student Activities programming support at events, including Mean Green Fling, Homecoming Week, and EarthFest
- Representing Student Activities on departmental and divisional committees
- Participating in outreach opportunities to promote Student Activities at university events and applying strategies for promoting the inclusion, participation, and success of students

- Developing resource guides, pamphlets/brochures, and other media for Student Activities

The Graduate Assistant will be expected to attend all staff meetings and retreats and work some evenings and weekends throughout the academic year.

Departmental Contact:

*Joshua Hamilton, Assistant Director of Student Organizations (Administrative Services), (940) 565-3807,
joshua.hamilton@unt.edu*

Student Activities Center – Student Organizations (Administrative Services 2)

Position Description

The Graduate Assistant will assist the Coordinator of Student Organizations in providing administrative support in the development and maintenance of student organization services.

Qualifications:

Applicant must have completed a Bachelor's degree and be accepted into a graduate program at the University of North Texas. Preference will be given to applicants with excellent written and oral communication skills; demonstrated leadership ability; experience and/or strong interest and background in higher education policy/ leadership/ administration, student affairs, or counseling; and experience in programming or event planning.

Specific Duties and Responsibilities:

- Assist in the registration and overall management of student organizations
- Manage the student organization locker and checking account signatory authorization processes
- Manage and utilize OrgSync, the online organization community, and provide trainings
- Conduct consultations with student organization officers, members, potential members, and advisors
- Assist in the new student organization review process
- Assist with Involvement Advising, which aims to connect students with involvement opportunities
- Inform student organizations of university resources and policies
- Produce newsletters and other resources for student organizations
- Coordinate, plan, and develop programs including, but not limited to Involvement Fairs, New Organization Bootcamp, advisor workshops, and officer workshops
- Collaborate on programming and develop relationships with departments across campus (e.g., Center for Leadership and Service, Center for Fraternity and Sorority Life, Student Money Management Center, Career Center)
- Create evaluations and assessments for programs and services using student-centered goals
- Perform best practices research on policies and procedures related to student organizations
- Facilitate a variety of leadership and informational trainings, workshops, and presentations
- Proctor at least 1 exam for the Office of Disability Access each semester
- Lead a small group during the FutureEagles program (Denton ISD 6th Grade Program)
- Other duties as assigned

In addition to these primary responsibilities, the graduate assistant will contribute to a comprehensive student activities program, which may include:

- Serving as Student Activities programming support at events, including Mean Green Fling, Homecoming Week, and EarthFest
- Representing Student Activities on departmental and divisional committees
- Participating in outreach opportunities to promote Student Activities at university events and applying strategies for promoting the inclusion, participation, and success of students
- Developing resource guides, pamphlets/brochures, and other media for Student Activities

The Graduate Assistant will be expected to attend all staff meetings and retreats and work some evenings and weekends throughout the academic year.

Departmental Contact:

*Amanda Zimmerman, Coordinator of Student Organizations, (940) 565-3807,
Amanda.Zimmerman@unt.edu*

TRIO Student Support Services – Academic Case Management

Position Description

Reports to the Director of TRIO Student Support Services to research, design and implement comprehensive academic case management initiatives that will foster the retention and success of TRIO Student Support Services participants. Manage an assigned caseload by implementing the TRIO SSS academic case management model to increase the persistence, retention, and graduation rates of participants. Work collaboratively with academic partners and other areas of Student Affairs to fulfill responsibilities. Participate in activities that promote the mission, vision, and educational priorities of the TRIO SSS Project. Fulfill other duties as assigned.

Qualifications:

Applicants must have completed a bachelor's degree and be accepted into a graduate program at the University of North Texas. Preference will be given to applicants with experience and/or background in:

- Programming for First-Generation college students
- Create initiatives to increase persistence, retention, graduation rates for participants
- Research and organization of information/data into presentable material
- Collaboration with several constituents (students, faculty, staff, administrators, parents, future students)
- Working as a member of a team
- Planning, promoting, and implementing small and large scale programs and interventions
- Autonomous research projects and creating reports based upon findings
- Promoting programs through presentations to small and large groups
- Microsoft Office Programs (Word, PowerPoint, Excel, Publisher)

Specific Duties and Responsibilities:

- Create and implement programs and interventions for TRIO SSS participants
- Coordinate activities associated with academic case management
- Provide research to inform and showcase best practices
- Collaborate with various campus constituents to involve them in program design
- Create lesson plans for academic and life skills workshops/small group discussions
- Coordinate ongoing programs to fulfill grant objectives and requirements
- Manage files and information related to these initiatives
- Serve as resource to the Director in development of initiatives
- Research topics for presentations or reports
- Be available to work occasional evening and weekend events
- Assist with other departmental programs within TRIO Student Support Services as needed

- Proctor at least 1 exam for the Office of Disability Access each semester
- Volunteer to lead a University 101 session during First Flight or a small group during the Future Eagles program (Denton ISD 6th Grade Program)

Departmental Contact:

Detra Craig – TRIO Director

940-565-4773

Detra.Craig@unt.edu

University Program Council - Programming

Position Description

The Graduate Assistant (GA) will serve on the advising team for the University Program Council (UPC), the programming board of the University of North Texas. The UPC Programming GA, will have responsibility of advising student leaders, assisting students in program development and implementation, and coordinating additional programming and on-site advisement calendar.

Qualifications:

Applicant must have completed a Bachelor's degree and be accepted into a graduate program at the University of North Texas. Preference will be given to applicants with experience and/or background in higher education administration, student affairs, or counseling programs. Preference will be given to applicants with experience and/or background in event planning and implementation. The ideal candidate must have strong communication skills and the ability to work with a wide variety of constituents (students, faculty/staff, agents/vendors).

Specific Duties and Responsibilities:

- *Programming Responsibilities*
 - *Create and lead assignment of on-site advisor calendar.*
 - *Create, implement, and coordinate staffing for regular weekend programming for UPC.*
 - *Present at least one event planning professional development session for UPC Member Board per semester.*
- *Advising and Management*
 - *Advise and support student staff in the planning, implementation, and evaluation of a broad variety of programs.*
 - *Directly advise student program coordinators (including weekly one-on-ones).*
 - *Serve as a member of the UPC Advising Team.*
 - *Support the programming board in marketing both UPC programs and the organization's image.*
 - *Promote and encourage recruitment of new members (volunteers) and help facilitate retention efforts within the organization.*
 - *Work with the Assistant Director, Student Services Coordinator, and other professional staff to select, supervise, and evaluate the student staff.*
 - *Assist in development and implementation of student development for UPC executive team and membership as needed.*
- *General UPC Responsibilities*
 - *Assist with negotiating and managing contracts with vendors/agencies/acts.*
 - *Assist with implementation of student development workshops and Career Connect.*
 - *Participate as an active member of the UPC staff; attend meetings (weekly UPC Exec, UPC Advisors & Union Programs Professional Staff), retreats and trainings, and provide support to major department-wide programs.*

- *Serve as on-site staff support for UPC events. Events range in time from day, evening, and weekend. Must be able to maintain a flexible schedule to accommodate the variety of events.*
- *Assist with other Union events as needed (i.e. Syndicate Programming, Fine Arts Series)*
- *Represent UPC and the University Union on department and Division committees as assigned.*
- *Other duties as assigned by the Assistant Director or Student Services Coordinator of UPC.*
- *Division of Student Affairs Responsibilities*
 - *Proctor at least one exam for the Office of Disability Access each semester.*
 - *Volunteer to lead a University 101 session during First Flight Week or a small group during the Future Eagles program.*

Departmental Contacts:

Andrea Marquez
UPC Assistant Director
(940) 565.3830
andrea.marquez@unt.edu

Jessie Wolters
UPC Coordinator
(940)565.3814
jessie.wolters@unt.edu

University Union -- Mary Jo & V. Lane Rawlins Fine Arts Series

Position Description:

This graduate assistant position will work closely with the Union Arts Coordinator and Chair of the Fine Arts Series to manage both the Mary Jo & V. Lane Rawlins Fine Arts Series, a campus-wide performing arts series (8-12 large scale, big budget events per semester), and Union Arts programming (18-25 events per semester).

This position will assist with marketing and advertising, program development, planning, implementation, and assessment of FAS/Union Arts events. The GA will be required to attend all FAS/Union Arts events, where they will serve as a second on-site-staff member. This position is ideal for someone who has an interest in event planning, marketing, and/or managing large scale programs specifically related to the arts.

Please visit these sites to learn more about our departments and our programming:

FineArtsSeries.unt.edu

Union.unt.edu/art-workshops

Qualifications:

Applicant must have completed a Bachelor's degree and be accepted into a graduate program at the University of North Texas. Preference will be given to applicants with experience and/or background in higher education administration, student affairs, event planning, and/or interest in pursuing the business side of arts presentation. Knowledge of performing arts and the music industry is helpful but not required. The ideal candidate must have strong communication skills and the ability to work with a wide variety of constituents (students, faculty/staff, agents/vendors).

Specific Duties and Responsibilities:

- Attend all Fine Arts Series events, performances, and committee meetings to serve as a second point of contact for artists, their representatives, the campus community & the public
- Manage Fine Arts Series' social media platforms
- Develop detailed marketing plans for Fine Arts Series events
- Keep records for committee meetings; manage the program proposal process including releasing the call for proposals, collecting proposals, conducting research on viability of proposals, and presenting proposals to Fine Arts Series Committee
- Assess the success of Fine Arts Series/Union Arts events
- Conduct research to develop new initiatives for the Fine Arts Series/Union Arts
- Assist chair of Fine Arts Series with a variety of day to day & administrative tasks
- Coordinate, set up, assist, and clean up at Union Arts events
- Assist with art gallery maintenance, scheduling, and marketing

- Assist with other Union events as needed (i.e. Union Art Gallery receptions, UPC events)
- Other duties as assigned by the Arts Coordinator
- Proctor at least 1 exam for the Office of Disability Access each semester.
- Volunteer to lead a University 101 session during First Flight or a small group during the Future Eagles program (Denton ISD 6th Grade Program).

Departmental Contact:

Stephanie Spyker

Fine Arts Series and Union Arts Coordinator

940-565-3815

stephanie.spyker@unt.edu

University Union – Union Operations Syndicate & Information Center

Position Description

The graduate assistant for Union Operations Syndicate and Information Center will assist with overseeing daily operations in the University Union during evenings and weekends. Responsibilities include supervising the Customer Service Specialists (student employees), supporting student building managers, addressing emergency situations, to include emergency response trainings, assisting with security and access, and keeping current on policies and procedures. The Syndicate, located within the University Union, is a two-floor venue that is a popular hangout location for University of North Texas (UNT) students. The Syndicate features a Fuzzy's restaurant, a stage for live performances, 5 gaming booths, 15 plus TVs to create a sports bar atmosphere, and 3 billiard tables. *The Syndicate is staffed 11am-midnight Monday-Saturday and noon-midnight on Sundays. The Information Center staffed 7AM – 12AM Monday – Saturday and 12PM to 12AM on Sundays. Information Center general customer service tasks along with Lost & Found services.*

Qualifications:

Applicant must have completed a bachelor's degree and be accepted into a graduate program at the University of North Texas. Preference will be given to applicants with experience and/or interest in higher education administration, student affairs, or counseling programs and with experience in facilities management. The ideal candidate must have strong communication skills and the ability to work with a wide variety of constituents (students, faculty/staff, agents/vendors).

Specific Duties and Responsibilities:

- *Supervision of Customer Service Specialists (19 student employees)*
 - *Create weekly work schedule for the CSS Students and handle leave requests, etc. for both the Syndicate venue and Information Center desk.*
 - *Assist CSS students on site.*
 - *Assist with recruitment, hiring, and training of new student staff as needed.*
 - *Conduct regular meetings with student staff to provide effective communication, development, teambuilding, and problem solving.*
- *Security and Access*
 - *Assist building managers on site by with guest relations, incidents, and emergency management.*
 - *Manage Union Information Center Lost & Found service.*
 - *Assist with programming retail, departmental, and building door schedules.*
- *Facilities Responsibilities*
 - *Oversee the Syndicate and Information Center maintenance and upkeep of equipment and supplies.*
 - *Ensure the Syndicate is maintained at a high standard and coordinate with other Union departments as needs arise for maintenance/facility issues.*

- *Other Duties*
 - *The Graduate Assistant will be expected to work 20 hours a week that varies during the open hours. Preferred hours are evenings and weekends when the University Union is busiest.*
 - *Attending all required meetings and trainings.*
 - *Serve as a supportive resource to professional staff during large-scale departmental programs and initiatives.*
 - *Provide excellent customer service to guests within the Syndicate and University Union Information Center.*
- Proctor at least 1 exam for the Office of Disability Access each semester
- Volunteer to lead a University 101 session during First Flight or a small group during the Future Eagles program (Denton ISD 6th Grade Program)

Departmental Contacts:

Rick Rodriguez
Maintenance and Operations Manager
(940) 369-7043
rick.rodriquez@unt.edu

NON-DSA JOB DESCRIPTIONS FOLLOW

Please note that these departments partner with DSA, so GAs in these roles are invited to our events. However, tuition benefits are processed separately, and we cannot guarantee that they follow the same allocation plan we do.

Candidates interested in these roles should confirm tuition benefit information during any interview that may follow to ensure you have all relevant information when making your choice.

Integrated Student Services (ISS)– Graduate Assistant Student Experience/Student Development

Position Description

The Integrated Student Services Office was born of the President's strategic plan to improve the student experience at UNT. The mission of the ISS is to ensure students are engaged and supported across their UNT journey. By combining strong student services and effective technology, the center will serve as a single point of service across areas to promote a progressive, simplified, and consistent experience. The graduate assistant for the ISS will assist the Director and Managers with training and development of student staffing, as well as supporting the Center's activities and outreach.

Qualifications:

Applicant must have completed a bachelor's degree and be accepted into a graduate program at the University of North Texas from the following preferred majors: Counseling, Higher Education, or Hospitality. Preference will be given to candidates with student leadership experience at the undergraduate level. Candidates should have a general desire to promote student learning by developing job skills. This position requires excellent writing, oral communication, and computer skills. The candidate must have the ability to maintain confidentiality when required, the ability to work autonomously with limited supervision, and the ability to work successfully within a team.

- Demonstrated experience with student mentoring and/or retention initiatives
- Experience with program planning and implementation
- Candidate must be organized, motivated, and creative
- Demonstrated experience working with students from diverse backgrounds
- Strong interpersonal communication skills

Specific Duties and Responsibilities:

- Assist in the development and coordination of comprehensive student-staff training
- Develop opportunities for ongoing student staff development and training
- Maintain and keep the current student staff handbook and related policies
- Maintain student staff position descriptions and student learning outcomes
- Assist in the hiring process for student staff
- Track student staff evaluations, GPA, and enrollment requirements
- Maintain student staff employment records
- Coordinate student recognition and assist with outreach
- Act as the point of contact for student staff and student supervisors
- Serve as a supportive resource to professional staff during peak periods and programs/initiatives
- Other duties as assigned by the Director and/or Manager, Student Experience

Complexity: Applies basic and intermediate skills requiring a general working knowledge of function/specialization. The Integrated Student Services Office ensures students get what they need from all home offices in a one-stop shop.

Supervision Received: Receives clear and specific instructions and/or follows standardized instructions or procedures. The Graduate Assistant reports to the Manager of the ISS, Student Experience.

Supervision Given: May lead over student employees by assigning, scheduling, and monitoring work. Manages approximately 16 student workers.

Departmental Contact:

Gwendolyn Moore, ISS Director of Student Experience, (940) 369-8290, Gwendolyn.moore@unt.edu

Student Money Management Center – Assessment & Coaching

Position Description

The Student Money Management Center is part of the University's newly formed Division of Enrollment Integrated Student Services Center. Committed to enhancing the overall student experience, this innovative team brings together diverse expertise and resources from across the Division to seamlessly support students' UNT journeys. The Center's goal is to simplify students' interactions with the University and create a supportive and inclusive environment.

The mission of the Student Money Management Center is to help Eagles soar. The graduate assistant position will join a dynamic team engaged in providing students with opportunities that help them enhance and expand their personal financial knowledge, skills, confidence, and resiliency. The center serves the Denton, Discovery Park, and Frisco campuses. More information can be found at <http://moneymanagement.unt.edu>.

Specific Duties and Responsibilities:

Assessment Duties: 50%

- Assist assessment officer in design, execution, collection, analysis, and reporting of the department's assessment activities.
- Manage data collection process.
- Complete research-focused project.
- Produce written, tabular, and visual materials for reports, presentations, and online.
- Handle and protect confidential and sensitive data with integrity.

Coaching Duties: 30%

- Perform individual and group personal financial coaching sessions.
- Refer students to on- and off-campus resources and services.
- Audit coaching program's webpages to identify possible enhancements and updates.
- Oversee the implementation of the department's annual coaching strategic plan.
- Assist with the supervision of undergraduate mentors.

Outreach & Emergency Loan Assistance Programs Support: 15%

- Assist with the coordination/scheduling/staffing of outreach activities/events.
- Staff coaching-specific outreach events.
- Serve as a processor/reviewer for the center's emergency loan program.

Accreditation/Certification: 5%

- Attain center-sponsored certification within first semester of employment.

Departmental Contact:

Vesta Stacy, Assistant Director | 940.369.7761 | vesta.stacy@unt.edu

Student Money Management Center – Outreach & Marketing

Position Description

The Student Money Management Center is part of the University's newly formed Division of Enrollment Integrated Student Services Center. Committed to enhancing the overall student experience, this innovative team brings together diverse expertise and resources from across the Division to seamlessly support students' UNT journeys. The Center's goal is to simplify students' interactions with the University and create a supportive and inclusive environment.

The mission of the Student Money Management Center is to help Eagles soar. The graduate assistant position will join a dynamic team engaged in providing students with opportunities that help them enhance and expand their personal financial knowledge, skills, confidence, and resiliency. The center serves the Denton, Discovery Park, and Frisco campuses. More information can be found at <http://moneymanagement.unt.edu>.

Specific Duties and Responsibilities:

Outreach Duties: 65%

- Assist with the implementation and management of the center's comprehensive student financial education outreach program and collaborative events.
- Assist with the design and creation of program materials.
- Oversee room reservations and scheduling/staffing of events.
- Track the usage/engagement data for all outreach activities.
- Lead presentations and public speaking engagements.
- Assist with the supervision of undergraduate mentors.

Marketing Outreach Duties: 30%

- Audit website and social media content to keep platforms dynamic and current.
- Assist with the design and creation of marketing materials.
- Ensure online posting of programs and events (social media, online calendars, etc.).
- Coordinate podcast activities, recordings, and content management.

Emergency Loan Assistance & Coaching Programs Support: 15%

- Serve as a processor/reviewer for the center's emergency loan program.
- Conduct general-topic coaching sessions with students.

Accreditation/Certification: 5%

- Attain center-sponsored certification within first semester of employment.

Departmental Contact:

Vesta Stacy, Assistant Director | 940.369.7761 | vesta.stacy@unt.edu