TEXAS ONRAMPS COURSE SUPPORT – GEOSCIENCE
Job Description

Start Date: September 1, 2018
Vacancies: 4
Duration: September 1, 2018 – May 31, 2019
Pay: $12/hour
Schedule: Up to 15 hours/week
Flexible between 8a – 6p
Reporting to: Texas OnRamps Geoscience Senior Course Coordinator
Website: http://onramps.utexas.edu/

About Texas OnRamps: Texas OnRamps is a dual-enrollment initiative at The University of Texas at Austin that provides Texas high school students the opportunity to “experience college before college.” Students dual enroll in UT-developed classes taught in local high schools and earn college credit in a variety of subjects, ranging from Rhetoric to Computer Science.

Purpose of the Position: Texas OnRamps Course Supporters support course management in the Texas OnRamps Geoscience course through grading. They provide sustained contributions to ongoing initiatives as well as just-in-time assistance with seasonal, unexpected, and urgent projects.

Duties:

Texas OnRamps Course Supporters work on day-to-day operational aspects of Texas OnRamps, an innovative dual-enrollment initiative at The University of Texas at Austin, pursuing excellence in all aspects of project and customer service delivery.

Duties may include: grading assignments, clerical work directly concerned with record-keeping for a class, preparing class or laboratory materials, non-instructional work in Texas OnRamps courses or sections, and other functions directly related to a class.

In collaboration with Texas OnRamps program staff, Texas OnRamps Course Supporters engage in continuous improvement processes toward achievement of program objectives and staff leadership principles.

Benefits:

Texas OnRamps Assistants gain:
- Hands-on experience working in educational administration and innovation
- Opportunity to contribute to a program dedicated to promoting college readiness and success among high school students across Texas
- Professional reference for future positions and/or graduate education
Qualifications

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<th>Required</th>
<th>Preferred</th>
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<tr>
<td>Current undergraduate or graduate student at The University of Texas at Austin majoring in Geoscience or related discipline</td>
<td>Interest in and knowledge of local, state, and national dual-enrollment and college-readiness initiatives</td>
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<td>Intermediate computer skills: MS Word, Excel, PowerPoint</td>
<td>Expert computer skills: MS Word, Excel, PowerPoint</td>
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<td>Experience with Canvas LMS</td>
<td>Experience with Learning Catalytics, MS Outlook, and/or Smartsheet</td>
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<td>Recommendation from at least one professional or academic reference</td>
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For more information, contact: Caroline Heywood  
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