Guide to Finding Graduate Teaching Assistant and Graduate Research Assistant Positions on Campus

This guide gives you some basic information on how to go about looking for such opportunities. The School of Information has very few positions internally, so most students end up looking outside of the iSchool to find academic employment. The Graduate School has a good overview of the relevant information regarding [academic employment](). A few things to keep in mind as you think about applying for GTA/GRA positions:

- If your GTA/GRA position (or combination of eligible positions) is 20 hours/week, you may qualify for an in-state tuition waiver, and benefits (such as health insurance).
- Each GTA/GRA contract is usually for one semester, and there is no guarantee it will be renewed.
- Some research assistant positions may be paid from individual faculty members' research funds and may therefore have different conditions than formal GRA positions administered through the Graduate School. Be aware of this when applying.

TIPS FOR APPLYING TO BOTH GTA/GRA POSITIONS:

- All departments are encouraged to post their GRA and GTA positions to Handshake with the label "on-campus employment"
- Departments occasionally get in touch with the Graduate Advisor (usually in August and December), looking for students to apply for specific TA or RA positions. These positions are made available to all School of Information students via the Insider listserv, which you can sign up for [here]() (click the "Subscribe" button on the left).
- It also helps to get in touch with academic departments—and specific professors, especially!—yourself. A few things to keep in mind as you do so:
  - Treat such requests as if they were job applications (which they are!):
  - Send a professional, formal email, without typos
  - Include a recent, polished CV
  - Explain what skills/background of yours pertains to that position

GTA POSITIONS

You may have undergraduate or prior professional experience that makes you a good fit for another department - get in touch with the given department's administrative staff directly to inquire about GTA openings for specific courses.

GRA POSITIONS

- The first place to look for GRA positions is at UT-affiliated [Research Centers]().
- Many GRA positions (and other, more ad-hoc paid research positions) are offered by individual faculty members who may have specific grants that they can use to hire research assistants. You will need to spend some time exploring the online profiles of faculty members (both at the School of Information and in other departments around

campus) and then approach them directly to find out if there are opportunities to work with them.

IF YOU CANNOT FIND A GTA/GRA POSITION, DON'T DESPAIR!

You may not immediately find a GTA/GRA position—or may only find one in your second semester at UT. Don't despair! There are plenty of other opportunities to be employed at UT that can help you earn a paycheck – UT Libraries is a popular spot for our students! Some of these alternatives include:
- Working as an academic tutor for the UT Athletic Department
- Texas Career Engagement
- Texas Global
- Gender & Sexuality Center
- Additional on-campus employment opportunities can be found here.

CONNECT Program- RGK Center for Philanthropy and Community Service
We've had several students participate in this program (housed over at the LBJ School of Public Affairs), and they have all had positive expriences! The CONNECT program seeks to activate learning from data and build both capacity and interest in greater data, measurement and evaluation capacity within community organizations. The program achieves this through personalized, high-touch intake with nonprofit organizations who have data and evaluation projects, recruitment of skilled graduate students (masters and doctoral) at the University of Texas, student fellowships to recognize program participation, an online platform and matching to ensure a good fit between organization and student, and customized project support leading to high-quality, actionable deliverables.