Graduate Assistant in the Center for Career & Leadership Development
Career & Leadership Programs Focus
http://warrington.ufl.edu/undergraduate/myheavener/career/

Summary
The Center for Career & Leadership Development (CCLD) is housed within the Heavener School of Business. The CCLD office manages several leadership programs dedicated to supporting the personal and professional development of students through knowledge and experiential opportunities. The CCLD Graduate Assistant focused on career & leadership programs will gain experience in advising and directing student programming, event planning, teaching, leadership development programming, and ongoing program assessment. This assistantship will expose the graduate assistant to the unique experience of working in a student affairs environment within an academic affairs unit.

General Position Description
- Assist in assessment of current department programming
- Provide support for all programs housed in the Center for Career & Leadership Development
- Based on student interest and needs, graduate assistants are encouraged to work on special projects

Special Projects Specific to Position
- Co-advise the UF Enactus Team
- Advise the Heavener Leadership Challenge Alumni Association
- Co-advise the Heavener Leadership Challenge
- Coordinate WCBA Student Organization Executive Board Retreat (Fall)
- Assist in planning of the annual Student Organization Awards and CCLD Banquet
- Compile and format Career & Leadership Programs annual report for specific programs
- Teach a minimum of 1 section of Warrington Welcome (a first-year experience seminar) per semester
- Coach students in the 2nd & 3rd levels of the Leadership Development Program
- Travel with student delegations to undergraduate business conferences
- Other projects based on GA’s interests. Past projects have included: program assessment, social media, benchmarking, program creation, etc.
- Serve on CCLD committees for various initiatives
- Assist students with finding opportunities and creating action plans for successful leadership and personal development

This is a 20 - hour per week position. Possible summer employment is also negotiable. Preference is given to individuals with experience working with college students. However, candidates with strong intrapersonal communication skills will be considered.

* Warrington Welcome instructors receive a $500 professional development stipend per section taught
Ideal Candidate
- Energetic, highly motivated individual who is personable and works well with students
- Ability to facilitate large group and small group discussions
- Interest in holistic developmental advising focused on career preparedness and leadership development
- Available for a minimum of one year commitment

Position Details
- Work hours per week: 20 (mainly 8am-5pm, Monday-Friday; some nights and weekends)
- Position start date: August 2015. Minimum one-year appointment (Fall 2015 & Spring 2016 terms). Preferably, this candidate would serve two-years in this position. Summer employment is negotiable.
- Preference is given to candidates with prior experience working with college students

Benefits
- Full tuition waiver and stipend
- Obtain hands-on leadership development and career development advising experiences
- Opportunities to present at regional and national conferences
- Professional mentoring and personal training offered by Heavener full-time professionals

Application Submission Process:
- Please follow the application guidelines listed on the SPHE Graduate Assistantship website
- Top candidates will receive a 30-minute interview with Heavener School of Business representatives during the Student Personnel in Higher Education Visitation Days. Candidates unable to attend Visitation Days may be contacted by phone.
  - Direct supervisor: Mr. Dave Sullivan
  - Assistantship hiring authority: Mr. Dave Sullivan & Ms. Lisa D’Souza