Title: Graduate Intern, Florida Cicerones Advisor  
Department: University of Florida Alumni Association  
Report to: Director of Student Engagement

**Work Hours:**
- Flexible – 25–35 hrs per week (or two positions at 15–20 hours per week). Must be available to work a few hours most days M–F (8:30am – 5:00pm) with some evening and weekend hours required. Off during break weeks and University Holidays. Some conference attendance and travel may be required in August 2014 and February 2015.

**Compensation:**
- $15.00/hour, no tuition waiver. May 1, 2014 through April 30, 2015 (position could also be extended).
- Eligible to receive professional development funds to offset travel expenses to professional student affairs conferences.

**Job Description:**
- Directly supports the UFAA Constituency Engagement Team (Supervised by Director of Student Engagement):
- Serve as the Florida Cicerones Advisor
  - Serve as a resource and advocate to the group as an extension of UFAA
  - Provide support and guidance to officers and members
  - Interpret and clarify university and UFAA policy and procedure
  - Advise officers in decision–making matters
  - Provide feedback about officers’ performance
  - Facilitate recruitment and selection of new members and elections of executive board
  - Attend all executive board and general body meetings
  - Assist with oversight over the Cicerones budget
  - Streamlining processes and procedures as they relate to existing and developing programs
• Supports other UFAA initiatives with various projects as assigned (including special events and Gator Nation Tailgates)
• Performs light administrative tasks such as filing, general correspondence, and other duties assigned when necessary

Qualifications:
• Applicant should be a current graduate student at the University of Florida
• Excellent interpersonal skills and comfort working in both a team environment and independently are essential
• Excellent project management skills
• Excellent organizational skills and attention to detail
• Strong written and verbal communication skills are required
• Must be proficient with Microsoft Word and Excel
  o Experience with video editing or Photoshop is a plus
• Exhibits strong affinity for the Gator Nation
• Support and advocate University of Florida Alumni Association goals
• The ability to lift boxes usually packed with membership materials and weighing at least 20 lbs.

Contact person: Rachel Farrell, Director of Student Engagement
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