University of Florida College of Education

Title: Graduate Assistant - Online Concurrent Enrollment Student Services

Employing Department/Unit: eLearning, Technology, and Creative Services (ETC), College of Education

Duties and Responsibilities:

The Student Services Graduate Assistant will primarily serve as an advisor to a caseload of online concurrent enrollment students, academically talented high school students who enroll in UF college courses. Under general direction, the graduate assistant is responsible for providing advising information throughout the academic year; providing support to students during the registration process; exploring various major and career options and working to improve the academic performance of University students. We use an intrusive advising method where the graduate assistant will monitor students’ progress throughout the semester and proactively contact at-risk students.

What You Will Get Out of This Assistantship:

In ETC you will have the opportunity to work with a diverse group of people on a number of different projects. You will learn to communicate with and better understand the function of instructional designers, faculty, and programmers as they work with external contracts, grant funded projects, and educational programs. You will be required to have a flexible schedule to best meet the needs of your caseload of students (Many graduate students have found this flexibility helpful while traveling or during finals or practicum semesters). You will frequently work with high school graduation requirements and major requirements, general education guidelines and transfer equivalencies and should feel comfortable with continuously learning new things. Depending on your interests you may seek additional work with recruitment, enrollment, or programming for our students.

The duties and responsibilities of the Graduate Assistant - Recruitment & Retention include, but are not limited to:

1. Advises and counsels students for Fall, Spring, and Summer semester course selections.
2. Conducts initial orientation appointments with new students each academic year.
3. Analyzes student records in preparation for orientation appointments; advises students of scheduled follow-up appointments.
4. Monitors student progress throughout the semester and identifies at-risk students who need supplemental advising.
5. Participates in office staff development, workshops, programs, and administrative functions; attends meetings.
6. Receives and gives referrals to and from faculty and other University offices for students’ major considerations, academic issues, or personal concerns.
7. Participates in the continuous development and improvement of communications, orientation, and services.
8. Performs other duties as assigned.

General Knowledge Should Include:

Working with the public in a positive and professional manner
The ability to relay accurate and helpful information to students
General knowledge of Microsoft Office including Word, Excel, and Powerpoint
Creating and updating Excel spreadsheets
Efficient and transferable documentation tracking
Willingness to learn about University policies and procedures, academic requirements, campus resources, student life, and support services
Ability to encourage and empower students to make their own decisions

Duties and responsibilities will be under the supervision of Dr. Tom Dana Associate Dean, or his designee.

This position is a .5 FTE, which requires 20 hours of work per week and the salary is $568.49 biweekly. Up to 9 credit hours in the fall and spring and 6 in the summer semester are included in compensation. The student is responsible for all credit hours above that amount and all fees associated with those credits.

*This graduate assistantship is available as a full year position and our preference is to hire someone who is available to advise a caseload through the summer. We can discuss increased flexibility or even alternate work locations if necessary.

Contact: Student Services Coordinator, Jessa Carpenter, jessacarpenter@coe.ufl.edu.