Marketing – Graduate Assistantship, 2015-2016

Summary
The Graduate Assistant in Marketing is a paraprofessional staff member who will work directly with the Marketing Coordinator in the development and implementation of comprehensive marketing campaigns.

Time Commitment
20 hours per week with additional time required during peak periods such as the beginning and end of each semester. Occasional night and weekend hours may be required.

Contract Dates
TBD

Remuneration
Salary includes tuition for up to nine (9) credit hours per semester and $13,000 annual stipend. Note: Florida is one of the few states without a state income tax. Opportunity for hourly summer employment may be available. Graduate students have access to health insurance through the University. Student is responsible for paying their own fees.

Job Functions and Responsibilities
- Assist in the coordination and implementation of a comprehensive job management tracking system
- Schedule and supervise student graphic designers and photographer
- Assists with management of Reitz Union and Make It Reitz social media accounts, posting and responding to inquiries in a timely manner
- Collaborate with professional staff to develop strategic marketing campaigns as assigned
- Develop and maintain marketing media and schedule of display cases within the union
- Represent the Department at University functions
- Additional duties as assigned

Requirements
To be considered for an assistantship, students must have earned a bachelor’s degree from an accredited four-year institution and meet graduate school requirements and be admitted as a degree-seeking graduate student at the University of Florida. To maintain the assistantship, a 3.0 or better GPA must be maintained each
semester. Students must also meet minimum course registration requirements for each semester they are appointed. Students must be enrolled in nine (9) credit hours of graduate course work during the fall and spring terms.

**Desired Qualifications**
Effective oral, written, and communication skills. Experience working in a fast-paced environment requiring exceptional organization and customer service skills. Undergraduate involvement in on-campus employment, campus activities, student union/campus center operations, programming board, or similar activities preferred. Previous graphic design experience preferred.

**Deadline**
Position will remain open until filled with priority given to application received by TBD.

**Application Process**
Please submit a cover letter, resume, three reference names and phone numbers via the SPHE Graduate Position Application process to dianep@coe.ufl.edu. Electronic submissions only please.

**For more information about this position:**
Hannah Farrell (hannahf@union.ufl.edu)

**Or Fax**
352-392-5100