Programs, Arts and Leisure – Gator Nights Graduate Assistantship, 2014-2015

Position Summary
The Graduate Assistant will be a part of a professional staff team in the Programs, Arts, & Leisure unit within the JWRU. As the “community center” for the University of Florida, the JWRU provides programs, services and facilities to enhance the campus life experience for students and others in the university community.

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

Contract Dates
August 4, 2014 to May 8, 2015 (with the potential of summer 2014 employment)

Remuneration
Salary includes tuition for up to nine (9) credit hours per semester and $11,000 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.

Job Functions and Responsibilities
- Provide support for GatorNights, a weekly late night program in the JWRU
  - Assist with the implementation, execution, and promotion of GatorNights.
  - Co-supervise GatorNights employees.
  - Assist with advisement of the RUB GatorNight committee.
  - Coordinate GatorNights retreat and ongoing development of student employees.
  - Coordinate social media efforts for GatorNights program.
  - Create and develop new channels in which to promote GatorNights.
  - Document evidence of GatorNights program impact, based on identified learning outcomes, including maintaining statistics, conduction surveys, and developing reports.
  - Collaborate with professional staff to ensure contracts and other financial paperwork for events are done in a timely manner
  - Additional duties as assigned based on skill

- Participate in event staffing throughout the year
- Assist with the implementation of the Leisure Course program
- Participate in ongoing evaluation to assess your growth and development
- Perform other 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
The ideal candidate for this position will have been highly involved as an undergraduate student with skills including balancing multiple, competing priorities, agility and creativity while thriving in a fast paced environment, be engaging with a diversity of individuals and role model professionalism. Previous experience in event or conference planning preferred.

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