Diversity Education Graduate Assistant Position

The incumbent will work within Diversity Education area of career development at the Career Resource Center to create, promote, and assess the diversity education career resources and development opportunities for UF students and serve as the coordinator of the Gator Launch STEM mentoring program. Additionally, the incumbent will collaborate with the Assistant Director for Career Development and Diversity Education to support research, programming, resource development, outreach, and individual student coaching efforts.

About Diversity Education

The Diversity area of the CRC encompasses programming and outreach efforts targeted towards all underrepresented populations of University of Florida students. To facilitate development to these populations, the CRC partners with Multicultural and Diversity Affairs, Disability Resources, The Collegiate Veteran’s Success Center, Florida Opportunity Scholars Program, and the Office of Academic Support and a wide variety of departments and student organizations. Student groups and academic departments are able to request additional resources. The mission of the CRC diversity programs is to help all students gain career related cultural competence and develop necessary skill sets in the professional world.

Day-to-day tasks include

- Facilitating the coordination of Gator Launch workshops, mentor/mentee development, and recruitment
- Support in the development of new Diversity related programs and workshops via content development/editing, participation tracking, and assessment
- Deliver presentations on CRC Services and diversity education topics as requested
- Provide 1-on-1 career planning sessions to assist students with their career exploration, internship, or job search
- Assist with the development of web and print employer and student resources

Qualifications

- Knowledge of Diversity and Social Justice
- Cultural competence
- Comfort and relatable nature in diverse environments
- Demonstrated presentation skills
- Proficient in use of Microsoft Word, Excel, and PowerPoint
- Experience with research and assessment
- Strong organizational and time management skills
- Strong verbal and written communication skills
- Team player who can work independently to achieve a team goal
- Ability to handle sensitive information and situations with discretion
- Creative problem solving skills and initiative

Work Conditions

The CRC is open Monday-Friday; 8 a.m. - 5 p.m. (fall and spring). Summer hours are Monday-Friday 8 a.m. - 4:30 p.m. The incumbent would work approximately 20 hours per week. Some evening and weekends hours may be needed to fulfill presentation requests. Employment will begin 08/16/14 and will end 05/15/15. Graduate Assistants participate in CRC training one week before fall classes begin.

Contact Person

Katrice Graham, Assistant Director for Career Development, KatriceG@crc.ufl.edu.

Position open until filled

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