Graduate Assistantship for New Student and Family Programs
First Year Transition Programs
Dean of Students Office
University of Florida
2015-2016

ANTICIPATED OPENING

University of Florida and Student Affairs
The University of Florida is a major, public, land-grant, research university. The state’s oldest, largest and most comprehensive university, Florida is among the nation’s most academically diverse public universities. Florida has a long history of established programs in international education, research and service. It is one of only 17 public, land-grant universities that belong to the Association of American Universities. With an enrollment of 50,000 students, UF students are among the best in the nation. Approximately 90 percent of all entering freshmen score above the national average on standardized college entrance exams taken by college-bound students. The University of Florida ranks second among public institutions in the U.S. and fourth among all colleges and universities in the U.S. for the number of National Merit Scholars enrolled. The Dean of Students Office is one of seven departments in the Division of Student Affairs that strives to prepare students to assume roles of leadership, engagement, and service as productive citizens in a culturally diverse, technologically sophisticated and increasingly complex society.

The Dean of Students Office at the University of Florida is committed to the total development of students. The major purpose of the department’s programs, services and activities is to facilitate and enhance the intellectual psychological, personal, and social development of students.

Position description
The New Student and Family Programs Graduate Assistant works directly with the Assistant Director for Transition Programs in the New Student and Family Programs area within the Dean of Students Office. The Graduate Assistant for Transition Programs will provide programs and services for first-year students and transfer students (including First Year Florida, the Common Reading Program, peer leader training course, and additional programs as needed). This position primarily assist in the coordination of First Year Florida, Peer Leader recruitment, selection, training, advising, and supervision component, the Common Reading Program and Workshop Success Series.

First Year Florida components include but are not limited to the development, coordination, and instruction of the spring semester Peer Leader 2 credit training course (IDS4930) as well as the development and assistance with Instructor training/support, Peer Leader retreat, and the Peer Mentor program. The Graduate Assistant for Transition programs will also have the opportunity to provide continuous support to the Peer Leader experience, Instructor experience, and assess the growth of all First Year Florida components.

In addition, this position will also be responsible for the coordination, planning, and programming of Peer Leader Banquet, First Year Florida Mini-Conference, and Common Reading Program Events. This is an excellent opportunity for skill development in the areas
of student leader advising and supervision, training, teaching, curriculum development, programming, assessment, collaboration, and coordination of transition programs. Salary includes in-state tuition waiver for 9 credit hours, $13,000 stipend for an academic year (Fall and Spring semester) & GatorGradCare (health insurance).

In particular this position:

- Assists in the coordination of recruitment and selection process for First Year Florida Peer Leaders.
- Assists in the training, supervision, and advisement of 70-90 First Year Florida Peer Leaders and 10-20 Peer Mentors.
- Assist in the curriculum design and development for IDS 4930, the Peer Leader Training Course.
- Assists in the development, coordination, and facilitation of Peer Leader and Peer Mentor retreats.
- Serves as the instructor on record for SLS 1102: First Year Florida during their second year.
- Oversees the analysis, synthesis, and reporting of assessment data for all First Year Florida components.
- Coordinates and oversees Peer Leader Banquet.
- Assists in resource development for University staff and faculty that serve as First Year Florida Instructors.
- Assists in the programming and development of First Year Florida Mini-Conference.
- Serves as a member of the Common Reading Program Selection and Programming committees.
- Coordinate the Workshop Success Series, which includes solicitation, scheduling, participant follow-up, program wrap up and assessment.
- Collaborates with University staff/faculty and other department to assist in the goals of this position.
- Maintains accurate records and files related to this area. Promoting safety and risk management practices within student organizations.
- Serves on University, Student Affairs, and departmental committees and task forces.
- Is fiscally responsible with programs and events.
- Performs other duties as assigned.
- Evening and weekend work required.

This is an excellent opportunity to learn skills in the areas of student leader development, assessment, programming, curriculum development, strategic planning, and collaboration.

For more information please contact:

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