

Graduate Assistant, Training and Development

Summary

The Graduate Assistant working with Training and Development, is a paraprofessional staff member who will work directly with the Training and Development Coordinator. This position will assist in the development and implementation of a comprehensive employee development program for student employees within the J. Wayne Reitz Union. This position is centered on the personal and professional development of over 150 student employees who are developing skill sets in audio and visual productions, event management, facility operations, marketing and graphic design.

Requirements

To be considered for an assistantship, students must have earned a bachelor's degree from an accredited four-year institution, 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. Throughout the contract dates, this position will require 20 hours per week which may include occasional night and weekend hours, and the potential for additional time required during peak periods such as the beginning and end of each semester.

Desired Qualifications

- Demonstrated knowledge or experience with event planning, collaborating with various departments, student employee development, learning outcomes development, and strategic planning.
- Experience working within a collegiate setting is preferred. This may include undergraduate involvement in campus activities, student union/campus center operations, programming board, or similar activities experience.
- Prior student supervisory experience working in a collegiate setting is preferred.
- Proficiency with Microsoft Office and/or other computer programs.
- Demonstrated effective oral, written, and presentation communication skills.
- Experience working in a fast-paced environment requiring exceptional customer service skills.

Position Functions and Responsibilities

- Develop, coordinate, and present student staff development trainings revolving around personal and professional development, for all student staff within the J. Wayne Reitz Union.
- Coordinate, develop and lead orientation sessions throughout each semester as well as develop onboarding procedures for student staff members.
- Assist in recruitment of new student staff at employment and internship fairs or other areas of the campus community.
- Collaborate with J. Wayne Reitz Union student employee committees to implement recognition and reward programs including coordinating student employee recognition week.
- Create and develop new methods for improvement of staff performance, morale, teamwork, and engagement.
- Construct and maintain resources for student employee supervisors to utilize that will provide information on teambuilding strategies, student development theories, or human resource requirements.
- Assists department managers with development of position descriptions, performance standards and expectations, and performance appraisal tools that are centered on learning outcomes.
- Assist with the assessment of the comprehensive student employee development program.
- Serve as member of Event Staff when needed.
- Ability to work occasional nights and weekends.

Remuneration

Salary includes tuition for up to nine (9) credit hours per semester and \$15,000 (or the current rate at UF) annual stipend. The contract will be valid August through May. Opportunity for hourly summer employment may be available. Graduate students have access to health insurance through the University. Please note, Florida is one of the few states without a state income tax.

Appropriate Graduate Majors

Student Personnel in Higher Education (SPHE); Recreation, Parks, and Tourism; or a related field is preferred.

Application Process

Please submit a letter of interest, résumé, and three professional references to:

Trenatee Coleman
Training and Development Coordinator
J. Wayne Reitz Union
PO Box 118505
Gainesville, FL 32611

Applicants may also submit application materials via email to Tcoleman@union.ufl.edu.