

## **Reitz Union Programs Graduate Assistant**

### **Position Summary**

The Graduate Assistant will be a part of a professional staff team in the Programs 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. The Graduate Assistant will advise students in the development and implementation of programs such as concerts, comedy shows, film screenings, and other special events. The Graduate Assistant will also play a role in ensuring that programs are appealing to the diverse UF student population and effective in accomplishing established program goals.

### **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.

### **Remuneration**

Salary includes tuition for up to nine (9) credit hours per semester and \$15,000 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**

- Advise Reitz Union Board Entertainment (RUB) executive board and committee directors
  - Directly advise RUB committees, as decided each term with RUB Advisor
  - Meet one on one with the directors of assigned committees weekly
  - Contract performers for Bands, Speakers and Comedians, and/or Special Events committees
  - Design retreat/training schedule for RUB leaders in collaboration with professional staff
  - Play an active role in providing training to the cabinet on pertinent topics such as program planning, risk management, marketing, and diversity
  - Foster student development through planning, execution, and evaluation of campus programming
  - Assist in planning and execution of annual large-scale festival event
  - Shadow professional staff at Bands committee national acts
  - Establish ongoing meetings to assess progress of RUB projects
  - Attend all Executive/Directors meetings and General Body meetings
  - Create, administer and interpret evaluations of programs and other general data
  - Collaborate with professional staff to ensure contracts and other financial paperwork for events are done in a timely manner
  
- Participate in event staffing throughout the year
  
- Work 3 Gator Nights a semester, supervising Gator Nights Staff

- Participate in ongoing evaluation to assess 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**

Effective oral, written, and presentation communication skills. Undergraduate involvement in campus activities, student union/campus center operations, programming board, or similar activities preferred. Previous experience in event or conference planning. Demonstrated ability to interact with and relate to a diverse student population.

**Contact Person: Brandy Burgess ([bburgess@union.ufl.edu](mailto:bburgess@union.ufl.edu))**