

## Multicultural Student Center Graduate Assistantship\* ~ 2016-2017

Santa Fe College, based in Gainesville, Florida, is one of the premier public colleges in the United States. A member of the Florida College System, a statewide system of 28 public colleges, Santa Fe was chartered by the State of Florida in 1966.

Santa Fe College:

- Named one community colleges in the country by the Aspen Institute in 2015.
- Ranks first in Florida among public colleges in graduation rate and in the Top 10 nationally in the number of associate degrees awarded in liberal arts.
- We are a charter member of the prestigious League for Innovation in the Community College.
- Enjoys strong ties with the University of Florida; SF sends more transfer students to UF than any other college.
- Enrolls nearly 24,000 degree-seeking students annually from Florida, across the United States, and 54 countries; more than 40% of SF students come from outside the two-county district.
- Enrolls an additional 9,000 students annually in enrichment, continuing education or workforce training programs.
- Is easily accessible, with seven convenient and attractive campus locations throughout the region, as well as online programs.

### About Student Life

Student Life is a central facet of Santa Fe College, serving its 15,000+ students by creating and supporting opportunities for involvement, leadership, and service on campus in the community. Many of its functional areas are based in the Center for Student Leadership & Activities on the first floor of the Wattenbarger "S" Building. Functional areas within Student Life include:

- Student Leadership and Activities
- Multicultural Student Center
- Civic Engagement & Service Office
- Student Government
- Student Health Care Center
- Student Legal Services
- Student Life Business Office
- Student Life Marketing

**"Students who get involved succeed."**

Athletics, Intramurals & Fitness • Evening Services • Leadership Institute • Multicultural Student Center • Office of Community Service  
Student Activities • Student Government • Student Health Care Center • Student Legal Services

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[www.sfcollege.edu/StudentLife](http://www.sfcollege.edu/StudentLife)

### Student Life Graduate Assistantships

Graduate assistantships within Student Life will provide opportunities to combine knowledge learned in the classroom with the experience gained in a professional environment. In other words, theory is put into practice. Graduate assistants develop personal and professional skills that will be used throughout a professional career.

Student Life coordinates three annually renewable graduate assistantships, which may last for up to two years. The experience will give a graduate student full exposure and involvement in all areas of programming and student activities and involvement at Santa Fe College. Graduate assistants will be expected to work twenty hours per week, including some nights and weekends, and may be required to travel with students.

Due to the multi-faceted programming of Student Life, graduate assistants will be given many experiences in order to create a well-rounded learning environment. Many aspects of Student Life, including Student Government, campus programming, multiculturalism, civic engagement, service learning, assessment, leadership development and training, and budget management will be incorporated throughout the two-year program. Graduate assistants will also have the opportunity to be involved in other areas of campus administration as their interests lead them.

### About the Multicultural Student Center

In fulfillment of the Student Life mission, the Multicultural Student Center is responsible for providing guidance and support to international and multicultural students while they pursue their educational goals at Santa Fe College. The Specialist will also assist with academic planning and other educational events. The MSC also coordinates Cultural Awareness events to educate students about international cultures throughout the world.

### Responsibilities and duties may include:

- Provide academic counseling and advisement for AA international/multicultural students enroll at SF.
- Refer international/multicultural students to services on and off campus.
- Lead Conversation groups for ESL students.
- Collaborate with the Advisement and Counseling Center and other offices across campus.
- Assist with various special events.
- Implement initiatives of the quality Enhancement Plan which include the introduction of an early alert system and progressive advisement.
- Interpret and follow detailed state and college policies, procedures, and regulations.
- Work as a team and as an important member of a large, high traffic office.
- Provide students with opportunities for involvement, leadership training, and academic development.

- Be aware of students' issues, concerns, and activities that may affect their involvement and their academic success.
- Meet weekly with supervisor.
- Complete other responsibilities as assigned.

#### Remuneration

The assistantship is from approximately July 1, 2016 to May 15, 2017. Graduate assistants receive \$15.26 per hour; employment is for 20 hours per week when the college is open. This position may also be available during the summer semester that follows Santa Fe College's academic schedule. In addition, Graduate Assistants are eligible to receive professional development funds to offset travel expenses to professional student affairs conferences.

#### Qualifications

Applicants must possess a Bachelor's Degree in Education, Psychology, Social Work or relevant field and must be in a graduate program in Student Personnel, Educational Leadership, Counseling, Psychology or relevant discipline at the University of Florida or another accredited institution. Applicants must have experience with advisement and/or student activities as an undergraduate through student organizations, campus activities, residence life or related area. A student-centered advisement philosophy is required. Applicant must possess excellent listening, communication, problem solving, customer service, and organization skills. The ability to listen, speak, and read/interpret a second language is required giving preference to Spanish. Candidates should possess the maturity, leadership and personal qualities that will promote success in the profession. He or she must be able to relate well to students and staff in a collegiate environment, show initiative, demonstrate excellent communication skills, and manage his or her time efficiently. A criminal background check will be conducted. A valid, non-restrictive driver's license is required. The successful applicant will be able to pass a driver's license check with the Florida Department of Motor Vehicles and be eligible to drive students. A criminal background check will be conducted.

#### Contact Person:

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#### Application Deadlines and Interview Dates

Interviews (on-campus and/or telephone) will be scheduled on a rolling basis; you will be notified of your status as soon as possible.

Please note that prior to beginning employment, a complete employment file consisting of 1) a complete Santa Fe employment application, 2) **three people we can call for references**, and 3) official college transcripts must be on file with Santa Fe College Human Resources.

\*This “assistantship” does not include a tuition waiver.