

Santa Fe College Student Leadership & Activities Graduate Assistantship 2017-2018

Santa Fe College 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 in Gainesville, Florida.

Santa Fe College:

- Named the #1 community college in the U.S. by the Aspen Institute 2014-2016;
- Named one of the Top 10 community colleges in the country by Aspen Institute in 2012-2014.
- 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.
- Is a charter member of the prestigious League for Innovation in the Community Colleges.
- 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 and 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 (SLA)
- Civic Engagement & Service Office
- Leadership Programs
- Multicultural Student Center
- Student Government
- Student Health Care Center
- Student Legal Services
- Student Life Business Office
- Student Life Marketing
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"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

3000 NW 83rd Street • Building S, room 147 • Gainesville, FL 32606 • Office 352.395.5912 • Fax 352.395.7388

www.sfcollge.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, 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 requested 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 and serve on committees of their interests.

About Student Leadership & Activities

In fulfillment of the Student Life mission, Student Leadership & Activities (SLA) provides leadership development experiences and cultural & wellness activities for the entire college. This occurs through providing administrative oversight, training, and support for 50+ student organizations and their leaders, advising the largest and most active Student Government in the Florida College System, and implementing on-campus leadership conferences. The SLA Graduate Assistant also implements a variety of recognition programs to highlight students' curricular and co-curricular accomplishments.

Roles of the Student Leadership & Activities Graduate Assistant

The SLA Graduate Assistant will gain valuable experience supporting student-centered programs, implementing program assessments, leadership development, and discussing issues and concerns with student government and student organizations. Specific responsibilities include:

- Support educational programming and activities for Student Leadership & Activities.
- Support programming for the Office of Civic Engagement & Service and Student Government.
- Participate as a team member in Student Life and assist in its daily administrative services.
- Create and provide students with opportunities for involvement, leadership training, academic development, and personal growth through the organization, continuation and expansion of the Keys to Leadership & Art of Leadership conferences, along with Emerging and Engaged Leaders Program.

- Provide guidance and support to SG in order for its leaders to provide activities and events that offer immediate, tangible benefits for the entire student body.
- Communicate pertinent information between SG members, clubs and the SLA staff.
- Uphold College and SLA policies in all aspects in the performance of duties associated with the advisor role.
- Be aware of students' issues, concerns, and activities that may affect their involvement in SG and their academic success. Report any potentially problematic situations to appropriate SLA staff.
- Attend bi-weekly SLA staff meetings.
- Meet weekly with supervisor.
- Represent SLA / Student Life at College events.
- Complete other responsibilities as assigned.

Remuneration

The assistantship is from approximately July 1, 2017 to May 15, 2018. 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 and are preferred to be enrolled in a graduate degree program in Student Personnel in Higher Education or a related field at the University of Florida or another accredited institution. Applicants must have experience with student leadership as an undergraduate through Student Government, student organizations, campus activities, residence life or related area. 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.

How to Apply for Assistantship

To apply for the Graduate Assistant in Student Leadership & Activities, please send the three items listed below to:

Doug Bagby, Ph.D.
Santa Fe College Student Life
3000 NW 83 Street, S-136
Gainesville, FL 32606

Email: doug.bagby@sfccollege.edu
Phone: (352) 381-3733
Fax: (352) 395-7388

1. Cover Letter with the following information:
 - Name
 - Current address & phone
 - Permanent address & phone (if different from above)
 - Email address
 - In which college/department are you seeking your degree?
 - When do you expect to graduate?
 - Personal statement of purpose including:
 - Why you are interested in Student Leadership & Activities @ Santa Fe College?
 - What you hope to accomplish while in graduate school?
 - What you hope to accomplish as a graduate assistant?
 - What skills and abilities you will bring to an assistantship?
 - What are your short-term and long-term career aspirations?
2. A resume:
 - Include work-related experience.
 - Include past and current campus involvement, leadership experience, and community service.
 - Include memberships to any related professional organizations.
3. Names of three references with contact information.

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 completed Santa Fe employment application, 2) three names and phone numbers of references, and 3) official college transcripts must be on file with Santa Fe College Human Resources.