

**Heavener School of Business**  
**Graduate Assistant in International Programs and Academic Advising - working with**  
**Joe Rojo, Director of International Programs**  
**(See special project section below)**

Ideally this position starts August 2014 for a total commitment of two academic years (fall/spring semesters). Possible summer employment is also negotiable. Preference is given to individuals with experience working with college students. But, candidates with strong people skills will be considered.

**This is a 20 - hour per week position**

**General Position Description – Academic Advising**

- Work with a population of 3,800 undergraduate students.
- Use technology as an advising tool including the use of SASS (on-line degree audits), and Microsoft Office.
- Based on student interest and needs, graduate assistants are encouraged to work on special projects.

**Specific to Position – International and Study Abroad Components**

- Facilitate registration and academic advising for exchange students studying at UF for one semester or an academic year.
- Organize and conduct orientations for exchange students at the start of fall and spring semesters.
- Assist in a variety of outreach/recruiting events for the Heavener School of Business and the University, such as study abroad fairs.
- Maintain/update study abroad data using Access tables – training provided.
- Extensive communication and collaboration with the University of Florida International Center and its advisors.
- Other projects, as assigned, may include designing presentations, or reports for the college.

**Professional Benefits**

- As a graduate assistant, students will be mentored and trained by a variety of advisors and administrators. The professional experiences of these mentors

- include admissions, registrar, career counseling, orientation, leadership development, and advising. Many of these mentors have a Master's degree in Higher Education Administration, College Student Personnel or a related field.
- Many direct student contact hours.
  - Opportunities for being a presenter at regional and national conferences.

**Ideal candidate**

- Energetic, highly motivated individual who is personable and works well with students.
- Able to comprehend and follow academic regulations set forth by the University of Florida and the Heavener School of Business.
- Two year commitment- although, second year Masters students may apply.
- General computer skills and knowledge of Microsoft Office including Access, Word, Outlook, PowerPoint, Excel.

**What to do if interested?**

- Interested candidates should browse the International Programs web site at <http://warrington.ufl.edu/undergraduate/intl/> before arranging an interview.
- Email [joe.rojo@warrington.ufl.edu](mailto:joe.rojo@warrington.ufl.edu) with a copy of your resume as an attachment.

**Contact Information**

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