

Graduate Assistant, Career & Leadership Programs

<http://warrington.ufl.edu/undergraduate/myheavener/career/>

Summary

The Career & Leadership Programs (CLP) office in the Heavener School of Business manages several leadership programs dedicated to supporting the personal and professional development of students through knowledge and experiential opportunities. The CLP Graduate will gain experience in advising and directing student programming, event planning, teaching, leadership development programming, and ongoing program assessment. This assistantship will expose the graduate assistant to the unique experience of working in a student affairs environment within an academic affairs unit.

General Position Description

- Assist in assessment of current department programming
- Provide support for all programs housed in the Career & Leadership Programs office
- Based on student interest and needs, graduate assistants are encouraged to work on special projects

Special Projects Specific to Position

- Advise the Business Undergraduate Mentorship Program (BUMP)
- Coordinate the Warrington Student Organization Awards
- Serve on the planning committee for the Human Library (an interactive diversity learning initiative)
- Assist in planning of the annual Heavener Leaders Banquet
- Compile and format Career & Leadership Programs annual report for specific programs
- Teach a minimum of 1 section of Warrington Welcome (a first-year experience seminar) per semester
- Other projects based on GA's interests. Past projects have included: program assessment, social media, benchmarking, program creation, etc.
- Serve on committees for various initiatives
- Assist students with finding opportunities and creating action plans for successful leadership and personal development

This is a 20 - hour per week position. Possible summer employment is also negotiable. Preference is given to individuals with experience working with college students. However, candidates with strong intrapersonal communication skills will be considered.

* Warrington Welcome instructors receive a \$500 professional development stipend per section taught

Ideal Candidate

- Energetic, highly motivated individual who is personable and works well with students
- Ability to facilitate large group and small group discussions
- Interest in holistic developmental advising focused on career preparedness and leadership development

- Available for a minimum of one year commitment

Position Details

- Work hours per week: 20 (mainly 8am-5pm, Monday-Friday; some nights and weekends)
- Position start date: August 2017. Minimum one-year appointment (Fall 2017 & Spring 2018 terms). Preferably, this candidate would serve two-years in this position. Summer employment is negotiable.
- Preference is given to candidates with prior experience working with college students

Benefits

- Full tuition waiver and stipend
- Obtain hands-on leadership development and career development advising experiences
- Opportunities to present at regional and national conferences
- Professional mentoring and personal training offered by Heavener full-time professionals

Application Submission Process:

- Interested applicants should email the following materials to Ms. Lisa D'Souza (lisa.dsouza@warrington.ufl.edu), Director of Career & Leadership Programs by Feb 17:
 - Cover Letter
 - Resume
 - References
- Top candidates will receive a 30-minute interview with Heavener School of Business representatives during SPHE visiting days in February
 - Direct supervisor: Lisa D'Souza
 - Assistantship hiring authority: Ms. Lisa D'Souza