

**Graduate Assistantship in the Office of Student Services**

The College of Education Office of Student Services is seeking qualified candidates for the position of Graduate Assistant in Undergraduate Advising. The assistantship is halftime at 20 hours per week between 8am and 5pm, Monday through Friday. This appointment is available beginning **May 2014**. Please see the attached job description.

The Office of Student Services provides support to UF students in the following areas: undergraduate academic advising for Education majors and minors, Florida educator certification advising, scholarship information, student organization advising, and student teaching placement.

*The responsibilities for the position include but are not limited to:*

- Advising 1ED – 4ED Students
  - Assist and advise students regarding general education and prerequisites for entering COE, degree requirements and college policy.
  - Interpret and reconcile SASS audits for all students' records to reflect specific requirements as determined by departments to ensure accuracy of audits.
  - Complete graduation checks as requested.
  - Connect students with campus resources and staff
- Work with Affiliated Colleges
  - Assure students completing Art Education, Agricultural Education and Music Education have satisfied requirements necessary for placement of the appropriate completion statement on their transcripts.
- Approval of Minors
  - Advise students about what minors the COE offers
  - Verify their hours and GPA for admission to a minor.
- Graduation Preliminary Clearance
  - Verify audits for graduation clearance and award of minor
- Process High Honors
  - Review termly grade reports to identify and notify High Honors candidates by letters of invitation
  - Serve as liaison to College Chair of High Honors Committee

- maintain database and close follow up for completion of High Honors requirements.
- Assist with Freshman Preview
  - Present numerous Preview sessions for new students
  - Interview prospective students to determine education objective and advise how to meet objectives
  - Prepare handouts for Preview sessions.
- Reporting
  - Prepare and maintain EAS/ALC follow-up summary report
  - Assist with data collection and preparation of reports as directed by the Assistant Dean for Student Affairs, and Coordinator of Student Affairs.
  - Assess student teaching placements to evaluate diverse teaching settings for The National Council for Accreditation of Teacher Education (NCATE) and Department of Education requirements
- Assist Coordinator of Student Affairs with processing of COE Scholarship applications.
- Assist with the planning and orchestration of the International Day Event each November.
- Presentations, Fairs, Workshops, and Professional Development
  - Present at the Office of Admissions' Student Recruitment Conference for middle and high school students
  - Attend advising and professional development workshops through the university
  - Represent the COE at the Office of Admissions' Outstanding High School Scholars Program
  - Present for the Office of Academic Supports' Transition Orientation Program
  - Plan for and attend the UF majors fair each fall.
  - Create programming and professional development for COE Students, as needed.
  - Co-advise Education College Council student organization
- General office duties including reception, greeting students, answering office telephone, etc.

This is a 12 month appointment at 20 hours per week (0.5 FTE). The position includes a tuition fee waiver for six credit hours - summer 2014, and nine credit hours/semester - fall 2014 and spring 2015. The current salary is will be \$512.82 bi-weekly (\$13,384.60 per year).

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