

UF | **Dean of Students Office**
Division of Student Affairs
UNIVERSITY of FLORIDA

The Dean of Students Graduate Assistant works directly with the Associate Vice President/Dean of Students and the Associate Dean of Students in a variety of responsibilities including:

- Coordinating training for all new student assistant hires for the Dean of Students Office;
- Facilitating monthly staff development for over 300 student assistants;
- Overseeing the performance appraisal process of all student assistants in the Dean of Students Office;
- Assisting the Associate Dean of Students in hiring, supervising, and evaluating over 150 student assistant and supervisors who operate Newell Hall;
- Assisting the Associate Dean of Students in the general day-to-day operations of Newell Hall;
- Creating and analyzing assessment projects for the Dean of Students Office;
- Producing video campaigns to increase campus awareness for the Dean of Students Office;
- Meeting with students in distress and assisting them with utilizing campus/community resources;
- Conducting judicial informational and come see me meetings for students who have violated the Student Code of Conduct;
- Serving on the U Matter, We Care Marketing Committee and creating marketing messages for all the U Matter, We Care social media accounts;
- Acting as an Emergency Dean on-call and member of the University of Florida Protest and Safety Team for the University of Florida;
- Teaching First Year Florida with a peer leader for New Student and Family Programs in the Dean of Students Office; and
- Assisting the Associate Vice President for Student Affairs/Dean of Students and Associate Dean of Students with a variety of special projects.

The University of Florida's Dean of Students Office creates a culture of care for students, their families, faculty and staff by providing exemplary programs and services designed to enhance students' academic and personal success. The ideal candidate for this position will need to be able to balance multiple priorities while thriving in a fast paced environment. Candidates should also be able to engage with students, faculty, and staff in an inclusive and professional environment.

Salary includes in-state tuition waiver for 9 credit hours, \$15,000 stipend for an academic year (fall and spring semester) & GatorGradCare (health insurance).