

## GatorNights Graduate Assistantship | 2016-2017

### Summary

GatorNights is a leading late night program in the southeast, taking place every Friday night in the fall, spring and summer semesters in the University of Florida student union, named the J. Wayne Reitz Union (JWRU). Each week, GatorNights brings blockbuster movies, bands, comedians, arts and crafts, games and food, all for free to UF students. Every Friday night, hundreds of UF students get together for a night of movies, games, activities and free food at GatorNights in the Reitz Union.

The Graduate Assistant will be a part of a professional staff team within the JWRU Programs unit. As the “community center” for the University of Florida, the JWRU provides programs, services and facilities to enhance the campus life experience for students and others in the university community.



### Job Functions and Responsibilities

- Assist with the implementation, execution, and promotion of GatorNights.
- Co-supervise 20 GatorNights employees.
- Assist with advisement of the 14 person RUB GatorNight committee.
- Coordinate GatorNights retreat and ongoing development of student employees.
- Coordinate social media efforts for GatorNights program.
- Create and develop new channels in which to promote GatorNights.
- Document evidence of GatorNights program impact, based on identified learning outcomes, including maintaining statistics, conduction surveys, and developing reports.
- Collaborate with professional staff to ensure contracts and other financial paperwork for events are done in a timely manner
- Additional duties as assigned based on skill
- Participate in event staffing throughout the year
- Participate in ongoing evaluations to assess your personal growth and development
- Perform other duties as assigned

### **Time Commitment**

20 hours per week with additional time required during peak periods such as the beginning and end of each semester. Night and weekend hours may be required.

### **Contract Dates**

August 10, 2016 to May 8, 2017 (with the potential of summer 2016 employment)

Remuneration Salary includes tuition for up to nine (9) credit hours per semester and \$13,000 annual stipend. Note: Florida is one of the few states without a state income tax. Opportunity for hourly summer employment may be available. Graduate students have access to health insurance through the University. This assistantship will also come with opportunities to travel for conferences and professional development.

### **Requirements**

To be considered for an assistantship, students must have earned a bachelor's degree from an accredited four-year institution and meet graduate school requirements and be admitted as a degree-seeking graduate student at the University of Florida. To maintain the assistantship, a 3.0 or better GPA must be maintained each semester. Students must also meet minimum course registration requirements for each semester they are appointed. Students must be enrolled in nine (9) credit hours of graduate course work during the fall and spring terms.

### **Desired Qualifications**

The ideal candidate for this position will have been highly involved as an undergraduate student with skills including balancing multiple, competing priorities, agility and creativity while thriving in a fast paced environment, be engaging with a diversity of individuals and role model professionalism. Previous experience in event or conference planning preferred. Contact Person: Brandy Burgess (bburgess@union.ufl.edu)

### **To learn more about our program check us out online:**

- [www.union.ufl.edu/gatornights](http://www.union.ufl.edu/gatornights)
- [www.facebook.com/gatornights](http://www.facebook.com/gatornights)
- [www.twitter.com/gatornights](http://www.twitter.com/gatornights)