



Graduate Assistant in the Center for Career & Leadership Development Academic Advising & Career Coaching Focus

<http://warrington.ufl.edu/undergraduate/myheavener/advising.asp>

Thank you for your interest in working with business majors! The Center for Career & Leadership Development (CCLD) is housed within the Heavener School of Business and manages several academic and leadership programs supporting the personal and professional development of students. The AACCC Graduate Assistant position will gain experience providing academic and career advising to business majors and gain project management and leadership training, assisting in the supervision of the Career and Academic Peer Mentor Program.

General Position Description

- Advise students through walk-in advising appointments and 30-minute advising appointments, helping students select appropriate majors and minors, creating academic schedules, finding internships and full-time positions, and helping students with general academic and career exploration.
- Teach SLS 1102 Warrington Welcome First Year Florida, a one-credit introduction to college course enrolling 20-30 freshman (upon availability)
 - All SLS instructors receive a \$500 professional development stipend per section to apply towards an approved professional development experience (i.e., conference attendance, specialized credential, etc.)
- Assist the director of the Career and Academic Peer mentor program, providing leadership and co-supervision for 25-35 part-time student employees.
 - Requires availability to assist with CAP mentor trainings (every Tuesday 8:30am-Noon). Learn more about the CAP mentor program here:
<http://warrington.ufl.edu/undergraduate/myheavener/career/cap/>

Ideal Candidate

- Energetic, highly motivated individual who is personable and works well with students.
- Able to comprehend, interpret, and explain University of Florida and Warrington College of Business academic regulations.
- Available for a minimum one year commitment.
- Knowledge of Microsoft Office including Access, Word, Outlook, PowerPoint, Excel.

Position Details

- Work hours per week: 20 (mainly between 8am-5pm, Monday – Friday).
- Position start date: August 2015. Minimum one-year appointment (Fall 2015 & Spring 2016 terms). Preferably, this candidate will 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 academic/career advising and project management experiences.
- Acquire vocational insights and work experience into academic and student affairs topics, including teaching, mentoring students, academic advising, career counseling, freshman and transfer orientation, and leadership development.
- Opportunities to present at regional and national conferences.
- Professional mentoring and personal training offered by Heavener full-time professionals and professors, many whom have a master's or Ph.D. in Higher Education Administration, College Student Personnel or a related field.

Application Submission Process:

- Please follow the application guidelines listed on the SPHE Graduate Assistantship website
- Top candidates will receive a 30-minute interview with Heavener School of Business representatives during the Student Personnel in Higher Education Visitation Days. Candidates unable to attend Visitation Days may be contacted by phone.
 - Direct supervisor: Mr. Derek A. Guffin
 - Assistantship hiring authority: Ms. Erica Byrnes & Mr. Derek A. Guffin
- For more information: Ms. Erica Byrnes (erica.byrnes@warrington.ufl.edu), Director of Academic Advising and Career Coaching