

# Division of Student Affairs

## Housing and Residence Education

Live | Learn | Lead

### Student Learning and Engagement Positions

The Department of Housing and Residence Education is looking for graduate level students to fulfill the three exciting Student Learning & Engagement (SLE) graduate staff positions that focus on Living Learning Communities, Training, Recruitment and Selection, or Programming and Leadership for academic year 2017/18. The SLE positions are a live-on campus position (on-campus apartment including utilities provided).

#### Living Learning Communities, Training/Recruitment and Programming/Leadership Responsibilities:

- Coordinate residential curriculum for 6-7 living learning communities.
- Provide support for the advisor-in-residence program.
- Collaborate to support marketing for living-learning communities.
  
- Co-lead the student staff recruitment and selection team to recruit quality candidates.
- Coordinate marketing for student staff recruitment.
- Coordinate the interview process for approximately 300 candidates.
  
- Co-lead the student staff training team towards providing a comprehensive training experience.
- Develop and implement training experiences for student staff.
  
- Assist in advising a Department of Housing student organization. Provide support and information to the executive board and members of the organization.
- Coordinate the an administrative process (e.g., recruitment and selection, student staff training) or assist with advising Department of Housing student organizations

#### Administrative Responsibilities:

- Communicate with professional staff, student staff, and candidates in a professional and timely manner.
- Attend and lead meetings including, but not limited to Student Learning & Engagement staff meeting, one-on-one meetings with supervisor, LLC stakeholder meetings, RA Selection Team, and Training Team, and student organizations.
- Maintain 20 office hours a week in the Office of Student Learning and Engagement. The SLE office hours are typically 8am-5pm Monday-Friday. Graduate staff may be required to work during evenings, weekends, and holidays if needed. They do not serve in an on-call capacity.
- Follow Housing protocols

#### Compensation:

The Student Learning and Engagement position is currently paid a contract rate of \$4,365.00 each semester or \$485.00 bi-weekly over 9 pay periods (fall and spring only) based on 9.5 months of work, 20 hours per week from approximately August 1st to May 1st. In addition to salary, a \$300.00 per semester (fall and spring only) declining balance for meal plan is provided. An on-campus apartment, fully furnished with all utilities, is provided. Remuneration does not include tuition. Out-of-state fee waivers are sometimes available, but are NOT guaranteed (see information on our employment website).

### **Minimum Qualifications:**

- Must be enrolled as a full-time graduate student in good standing as defined by the University or specific college at the time of actual employment.
- Must be able to have a 20 hr FTE available
- Be able to work effectively with the University population (staff, students, parents, etc.).
- Demonstrate a sense of job responsibility and maturity.
- Show evidence of leadership skills.
- Show evidence of good time management skills.

### **Commitment to Diversity**

It is the goal of Department of Housing and Residence Education to hire undergraduate, graduate and professional staff who are committed to the increasing the knowledge, experience, appreciation and respect of cultures, issues and local, regional and global communities. We strive to develop a community that facilitates interaction among students, faculty and staff representative of diverse traditions, abilities, gender, sexual orientations, religious and spiritual convictions, socio-economic status, and racial and ethnic origins. We strongly encourage applications from individuals who are committed to this ongoing development of true global understanding.

**Be sure to complete your Graduate UF SFC Graduate Assistant Application Interest Form 2017. Interviews will be scheduled for those that check off interest in the Housing and Residence Education Graduate positions. **We look forward to meeting you!****

Housing position specific questions can be directed to Casey O'Guinn at:

[HRERLEGraduateStaffRecruitment@housing.ufl.edu](mailto:HRERLEGraduateStaffRecruitment@housing.ufl.edu)