

**University of Florida Machen Opportunity Scholars  
First-Generation Student Success  
Graduate Assistantship Job Description  
August 2017 – May 2018**

**Tuition waiver for 9 credits of graduate-level study, Gator Grad Care, and stipend.**

At UF, approximately 13% of undergraduate student body are first-generation students meaning neither parent has earned a bachelor's degree. We know that students who are the first in their families to attend college have unique needs, challenges and strengths. This graduate assistantship reports to the Assistant Director of the Machen Florida Opportunity Scholars Program housed in the Division of Student Affairs.

**Position responsibilities include but are not limited to:**

- Coordinate the Life Coach Program which pairs interested third and fourth year first-generation students with a life coach (trained UF faculty or staff member) to assist them with their transition out of college. Responsibilities include recruitment, training, assessment, and event planning. Weekly Time Spent: 25%
- Co-advise the First-Generation Organization (FGO). The mission of this student organization is to build community of first-generation students at UF. They create programs and opportunities to mentor and support other first-generation students at UF. FGO coordinates first-generation empowerment week as well as a Summit for first-generation students. The Graduate Assistant works in tandem with FGO on both FG empowerment week and Summit. Weekly Time Spent: 20%
- Coordinate the First-Generation Advocate Program, an effort to include faculty and staff members in the support of first generation students. Responsibilities include outreach to faculty and staff members to advertise the opportunity, maintain updated database, share resource with current students, check-in periodically with advocates, assessment, and an annual advocate appreciation effort. Weekly Time Spent: 20%
- Build campus-wide partnerships to continue and create new campus wide initiatives to strengthen awareness of and support for first-generation students at UF. Examples include: partnering with the UF Bookstore to provide graduation cords for graduating first-generation students, partnering with New Student and Family Programs to provide a section of First-Year Florida specific for first-generation students. Weekly Time Spent: 15%
- Manage First-Generation communications to include UF's First-Generation listserve, website, and social media presence. Weekly Time Spent: 10%

- Serving as a member of the Machen Florida Opportunity Scholars Program team and representative of the Vice President for Student Affairs Office at periodic meetings, events, and committees. Weekly Time Spent: 10%

**Position preferences:**

- Experience working with college students as a mentor, coach, advisor, or teacher.
- Specific interest in or experience providing support to first-generation college students.
- Experience with technology and social media.
- Strong relationship building and communication skills.
- An appreciation for diversity and multiculturalism as well as a willingness to continue to learn about yourself.
- Interest in and experience working with a team.
- Ability to take initiative and work independently with support.
- Willingness to work nights and weekends but not to exceed 20 hrs/week.
- Graduate study in a related field such as Higher Education Administration, Family, Youth, and Community Sciences, Education, etc.

The position is 20 hours per week with occasional after-hour programs or events. The position begins in early-August 2017 and continues through May 2018. This position is a one-year contract with perhaps the ability to stay two years depending on demonstrated success as well as continued funding.

If interested, please submit a cover letter and resume to Leslie Pendleton, Director of the Machen Florida Opportunity Scholars Program, [lesliep@ufsa.ufl.edu](mailto:lesliep@ufsa.ufl.edu). Contact Leslie at 352-392-1265 with questions.

The goal is to fill the position by April 30, 2017.

For more information about MFOS, please visit <http://fos.ufsa.ufl.edu/>  
Facebook: UF Florida Opportunity Scholars Program  
Twitter: FOSatUF