

**Machen Florida Opportunity Scholars Program – Graduate Assistantship
August 15, 2016 – May 2017**

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

The Machen Florida Opportunity Scholars Program (MFOS) is an initiative to ensure first-generation students from low income families have the resources they need to be academically successful at the University of Florida. The goal of the program is to retain these students and have them graduate at rates equal to or greater than the undergraduate population at large.

We know that students who are the first in their families to attend college have unique needs and challenges. The Machen Florida Opportunity Scholars Program was developed to expand the opportunities for academically prepared first-generation students to attend UF without being overwhelmed with the additional costs (e.g., books and fees, meal and housing, transportation, miscellaneous expenses) of attending college. A number of support strategies are in place for this group to ensure their academic success, engagement at UF, social interaction, and a sense of belonging to the UF community.

Position responsibilities include but are not limited to:

- Coordinate the Florida Opportunity Scholars Academy of Leadership (FOSAL) for 3rd and 4th year students. FOSAL is a leadership academy open to approximately 60 MFOS and other first-generation students that runs from January – November. Responsibilities include selection of participants, regular contact with the students, program and event planning, assessment, as well as collaboration with other campus partners. Continue to create opportunities for students to prepare for life after college (estimated 9hrs/week).
- Working closely with the MFOS Director, the GA serves as a liaison to the FOS alumni. The GA specifically works with Alumni to provide them with opportunities to stay connected to the program as well as mentor current students. Working with alumni is new territory for the program so this part of the job description will allow for new program development and creative ideas. The GA will also manage the MFOS LinkedIN group as part of this responsibility (estimated 9hrs/week).
- Provide general support for the MFOS program to include 1:1 student meetings, strategic planning, assessment, student outreach, and large event program planning (estimated 2hrs/week)
- Serving as a member of the Division of Student Affairs and representative of the Vice President for Student Affairs Office at periodic meetings and events

Position preferences:

- Experience working with college students as a mentor, coach, advisor, or teacher.
- Specific interest in or experience providing support to first-generation and low-income 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 2016 and continues through May 2017. 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 one-page letter indicating your interest as well as your resume to Leslie Pendleton, Director of the Machen Florida Opportunity Scholars Program, lesliep@ufsa.ufl.edu. Contact Leslie at 352-392-1265 with questions.

The goal is to fill the position by April 30, 2016.

For more information about MFOS, please visit <http://fos.ufsa.ufl.edu/>

Facebook: UF Florida Opportunity Scholars Program

Twitter: FOSatUF

Instagram: MFOSatUF