

**Graduate Assistantship for New Student and Family Programs  
At-Risk Students and Special Populations  
Dean of Students Office  
University of Florida  
2016-2017**

**ANTICIPATED OPENING**

**University of Florida and Student Affairs**

The University of Florida is a major, public, land-grant, research university. The state's oldest, largest and most comprehensive university, Florida is among the nation's most academically diverse public universities. Florida has a long history of established programs in international education, research and service. It is one of only 17 public, land-grant universities that belong to the Association of American Universities. With an enrollment of 50,000 students, UF students are among the best in the nation. Approximately 90 percent of all entering freshmen score above the national average on standardized college entrance exams taken by college-bound students. The University of Florida ranks second among public institutions in the U.S. and fourth among all colleges and universities in the U.S. for the number of National Merit Scholars enrolled. The Dean of Students Office is one of seven departments in the Division of Student Affairs that strives to prepare students to assume roles of leadership, engagement, and service as productive citizens in a culturally diverse, technologically sophisticated and increasingly complex society.

The Dean of Students Office at the University of Florida is committed to the total development of students. The major purpose of the department's programs, services and activities is to facilitate and enhance the intellectual psychological, personal, and social development of students.

**Position description for Special Populations Graduate Assistant in New Student & Family Programs**

The New Student and Family Programs Graduate Assistant works as a team member in the Dean of Students Office to address issues related to students' and family members' transition to a university setting. This position works with the staff of New Student and Family Programs to address the needs of specific special populations on campus, including but not limited to, Innovation Academy Students, International Students, Graduate Students, and UF Online Students, as well as at-risk student retention efforts. This position will primarily assist with the development, production and assessment of support programs which serve these various populations of students.

This position would assist with growing the programs offered through our office devoted to special populations and online extended outreach services. The At-Risk Student and Special Populations Graduate Assistant will also oversee the management and assessment of NSFP's at-risk student first year experience course, First Year Florida Fast Forward (SLSI 102). This includes, but is not limited to, assignment development, syllabus assessment, and success workshop creation. This position is an excellent opportunity to learn skills in the areas of program planning, orientation development, teaching,

assessment, strategic planning, and collaboration. Salary includes in-state tuition waiver for 9 credit hours, \$13,000 stipend for an academic year (fall and spring semester) & GatorGradCare (health insurance).

In particular this position:

- Assist in course management for at-risk student retention support program First Year Florida Fast Forward (SLSI 102), including lesson planning, assignment development, grading, and lecture preparation
- Coordinate at-risk student mentorship program for students enrolled in FYF Fast Forward
- Oversee the analysis, synthesis, and reporting of assessment data for FYF Fast Forward course and mentorship program
- Develop population specific on-campus success workshops for special populations such as UF Online and International Students
- Facilitate the expansion of transition programs for UF Online students such as live streamed workshops and online video conferencing
- Assist in content development for special population orientation programs including but not limited to Innovation Academy, International Students, and UF Online students, serving over 2000 students a year
- Coordinate the Weeks of Welcome calendar, which includes solicitation, scheduling and program wrap up and assessment.
- Implementation of unified special population orientation production and product delivery timeline
- Collaborate with over 30 different campus departments and individuals to assist in the acquisition of content for online orientation programs
- Assist in content review and editing for special population orientation
- Create and implement assessment of existing population specific programs and provides support in their modification and continued development
- Track online orientation usage data for all orientation programs
- Benchmarking of online programming at peer institutions
- Maintain accurate records and files related to this area. Promoting safety and risk management practices within student organizations
- Serve on University, Student Affairs, and departmental committees and task forces
- Is fiscally responsible with programs and events
- Performs other duties as assigned

This is an excellent opportunity to learn skills in the areas of advising, program planning, budget management, assessment, strategic planning, and collaboration.

For more information please contact:

Jaime A. Gresley  
Associate Dean of Students/Director, New Student and Family Programs  
P202 Peabody Hall, PO Box 114075

University of Florida  
Gainesville, FL 32611-4075  
(352) 392-8396  
(352) 392-5566 (fax)