

**Graduate Assistantship for New Student and Family Programs**  
**Family Programs and Engagement**  
**Dean of Students Office**  
**University of Florida**  
**2017-2018**

**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**

The New Student and Family Programs Graduate Assistant for Family Programs and Engagement works directly with the Assistant Director and Director for the New Student and Family Programs area within the Dean of Students Office and provides programs and services for new students and their families. This position serves as a liaison to the parents and family members of the nearly 35,000 undergraduate students and works collaboratively with department and university officials. Responsibilities include, but are not limited to, event planning, publication writing and design, development/fundraising, phone and email support, maintaining social media accounts as well as assessment of activities and events.

The successful candidate will have excellent written and oral communication skills and the ability to communicate effectively with parents and family members of all backgrounds, manage multiple tasks efficiently, exercise good judgment, maintain confidentiality, and work both independently and collaboratively. Publication design experience is preferred but not required. The successful candidate should have a strong interest in communications and event planning related to working with parents

and family members, and actively promoting services available to help parents support their students' success.

Salary includes in-state tuition waiver for 9 credit hours, \$15,000 stipend for an academic year (fall and spring semester) & GatorGradCare (health insurance).

In particular this position, the Graduate Assistant will work with the Assistant Director of New Student and Family Programs to:

- Take the lead in coordination of Fall and Spring Family Weekend logistics including but not limited to program development, volunteer staffing, operational and contract review, participant follow-up, program wrap up and assessment
- Coordinate the Gator Parent and Family Association Ambassador program, including but not limited to volunteer recruitment and training
- Write, design, and edit several print and electronic publications, including the Family Orientation Workbook, the monthly *Family Connections* newsletter, and the annual Seasons of Adjustment Calendar
- Coordinate and execute bi-weekly online Family Chats with campus partners, office staff, student representatives and participating family members
- Provide support for parents and family members by answering their email questions and phone calls
- Maintain an updated website and social media presence
- Participate in University recruitment events to promote services for parents and family members
- Collaborates with other departments and individuals to assist in the goals of this position including the Office of Student Activities, J. Wayne Reitz Union, and Academic Affairs
- Serve on University, Student Affairs, and departmental committees and task forces
- Practice fiscal responsibility within programs and events
- Perform other duties as assigned
- Evening and weekend work required

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:

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