

**Graduate Assistantship for New Student and Family Programs
Orientation and Staff Development
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.

Preview Program Description

New Student and Family Programs successfully orientates over 7,000 new freshmen, 2,000 transfer students and over 10,000 family members each summer. As a national model, Preview in conjunction with other orientation and transition programs, has successfully contributed to a first year retention rate over 97%. This program features 23 two-day programs over the span of three months and features over 150 different campus partners. Each year Preview selects approximately 45 student leaders to assist in coordination of the Preview program.

Position Description

The New Student and Family Programs Graduate Assistant works directly with the Assistant Director and Associate Director for the New Student and Family Programs area within the Dean of Students Office and provides programs and services for new freshmen and transfer students and their families (including first-year student orientation, transfer orientation, welcome activities, orientation leader training course, and additional programs as needed). This position primarily assists in the coordination of orientation student leader selection, training, and supervision component, and Weeks of Welcome.

Orientation Leader training components include but are not limited to the development, design, coordination and co-instruction of the spring semester Orientation Leader 3 credit training course (EDA4930) as well as the development of staff retreat, and intensive training week. This position will also include assessment of the training efforts and leadership development of the Orientation Leaders.

In addition this position will help with the logistical coordination of the transfer orientation and new student orientation program. This is an excellent opportunity to learn skills in the areas of leadership development and training, teaching, supervision, program planning, budget management, assessment, strategic planning, and collaboration. Salary includes in-state tuition waiver for 9 credit hours, \$13,481 stipend for an academic year (fall and spring semester) & GatorGradCare (health insurance).

In particular this position:

- Assists in the coordination of the recruitment, interview and selection process of New Student and Family Programs, Undergraduate Orientation Leaders, Preview Staffers
- Assists in training and supervision of Orientation Leaders during academic year
- Assists in the design and coordination EDA 4930 the Preview Staff Training Course
- Develop and coordinate Preview Staff marketing materials
- Assist in the preparation and participation in our Regional Conference SROW
- Assist in the facilitation and coordination of Spring Leadership Retreat including curriculum development, staff selection and assessment.
- Collaborates with other departments and individuals to assist in the goals of this position including the Office of Student Activities, J. Wayne Reitz Union, Division of Enrollment Management and Academic Affairs
- Maintain accurate records and files related to this area, Promote safety and risk management practices within student organizations
- 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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