

**Graduate Assistantship for New Student and Family Programs  
First Year Transition Programs  
Dean of Students Office  
University of Florida  
2017-2019**

**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 works directly with the Assistant Director for Transition Programs in the New Student and Family Programs area within the Dean of Students Office. The Graduate Assistant for Transition Programs will work with the University of Florida's premier first-year seminar course, First Year Florida. This includes supporting programs and services for first-year and transfer students. This position primarily assists in the coordination of First Year Florida Peer Leader recruitment, selection, training, advising, and supervision component.

Additional components include but are not limited to the development, coordination, and instruction of the Peer Leader one-credit training course (IDS4905) as well as assistance with Instructor training and support, Peer Leader retreat and supervision of the Peer Mentor program. The Graduate Assistant for Transition Programs will serve as a Graduate Leader in their first-year and instructor on record for First Year Florida during their second year. The Graduate Assistant for Transition programs will also have the opportunity to assess programmatic components, assist in the editing and management of the First Year Florida textbook, Campus Resource Guide and monitor the Campus Partner Presentation Database.

In addition, this position will also be responsible for the coordination, planning, and programming of Peer Leader Banquet and Transition Conference. This is an excellent opportunity for skill development in the areas of:

- Advising student leaders
- Supervising a student leadership board and student assistants known as Lead Educators
- Facilitating and designing training for undergraduate students, faculty/staff and graduate students
- Development of course curriculum: First Year Florida and IDS4905
- Coordination and assistance with large campus events including celebration banquets, half-day conference and New Student Convocation
- Assessment of programmatic components which includes but isn't limited to analyzing data, developing assessment tools and distributing assessments
- Coordinating and collaborating with departments across campus
- Coordinating marketing efforts and student leader recruitment campaigns
- Editing publication materials

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:

- Assists in the coordination of recruitment and selection process for First Year Florida Peer Leaders.
- Assists in the training, supervision, and advisement of 70-90 First Year Florida Peer Leaders and 10-20 Peer Mentors.
- Assists in the development, coordination, and facilitation of Peer Leader and Peer Mentor retreats.
- Coordinates and oversees Peer Leader Banquet.
- Serves as the instructor on record for SLS 1102: First Year Florida during their second year.
- Assists in the programming and development of First Year Florida's Transition Conference.
- Assists with the analysis, synthesis, and reporting of assessment data for First Year Florida components.
- Assists in resource development for University staff and faculty that serve as First Year Florida Instructors.
- Assist in the editing and management of the First Year Florida textbook and Campus Resource Guide.
- Monitor the Campus Partner Presentation Database.
- Collaborates with University staff/faculty and other department to assist in the goals of this position.
- Maintains accurate records and files related to this area. Promoting safety and risk management practices within student organizations.
- Serves on University, Student Affairs, and departmental committees and task forces.
- Is fiscally responsible with programs and events.
- Performs other duties as assigned.
- Evening and weekend work required.

This is an excellent opportunity to learn skills in the areas of student leader development, assessment, programming, curriculum development, strategic planning, and collaboration.

For more information please contact:

Jackie Bonilla  
Assistant 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)