



Off Campus Life – Graduate Assistant Programming & Event Planning

At the University of Florida approximately 40,000 UF students live off-campus. Off Campus Life is committed to educating and assisting UF students to achieve a positive off-campus living experience. Through OCL's resources, services, education and support we foster leadership and civic engagement to develop great gator neighbors in Gainesville and throughout the Gator Nation. The Office of Off Campus Life (OCL) educates students on topics including but not limited to off campus housing search strategies, safety, city codes, community responsibilities, civic engagement, and fun things to do in Gainesville.

Educational outreach is conducted through printed materials, website, social media, events, and programming. OCL is a unique university office that frequently collaborates with non-university groups and businesses in addition to on-campus offices. External partners include City of Gainesville officials, Gainesville Police Department, City Code Enforcement office, community members, landlords, and local apartment management. Collaborating campus offices include Housing and Residence Education, the Counseling and Wellness Center, GatorWell, the International Center, Student Activities and Involvement, and UFPD. The Off Campus Life Graduate Assistant is a paraprofessional staff member who aides the Director of Off Campus Life in providing events and services for UF students that live off-campus. Job duties include event planning, marketing, social media management, professional writing, outreach to campus and community partners, and fostering student holistic development through events and support services.

Position responsibilities include:

- Assisting with strategic planning and monthly goal setting.
- Coordinating and helping facilitate monthly events including: assisting with planning, securing locations, maintaining attendance list, assisting with event management, and assessment.
- Assisting with the creation of new events and educational programs.
- Assisting with office presentations both on-campus and in the Gainesville community.
- Responding to walk-in, phone call, and email questions from students, family members, citizens, and other university and city offices.
- Providing one on one meetings with students and family members of students that are looking for off-campus housing or who have concerns while living in the community.
- Assisting in the education of incoming students and parents through presentations at Preview (orientation).
- Co-advising the Off Campus Ambassadors, OCL's sponsored student organization.
- Assisting the Off Campus Ambassadors with their monthly events and outreach efforts.
- Creating, revising, and editing office print and digital materials including, but not limited to: Press Releases, event descriptions, Gator Guide to Off Campus Life (OCL's annual magazine-style publication), Gator Times submissions, Annual Report, etc..
- Assisting with student assessment, tracking of office outreach, and contacts.

The position is 20 hours per week with occasional after-hour or weekend events. Salary includes in-state tuition waiver for 9 credit hours and \$13,000 stipend for an academic year (fall and spring semester).

For more information about Off Campus Life visit the OCL website www.offcampus.ufl.edu.

Contact: Nora Kilroy, Off Campus Life Director, norak@offcampus.ufl.edu.

