

Student Activities and Involvement Graduate Assistant, 2016-2017 Student Organizations and Campus Events

Department of Student Activities and Involvement

Student Activities and Involvement is a unit within the Division of Student Affairs. The department is responsible for co-curricular programs and services that augment the educational experience for students. The department encompasses social sororities and fraternities; student organization registration and support; advisement of Student Government; campus programming and events; and event management and program planning support.

Position Description – Student Organizations and Outreach

The Graduate Assistant in Student Activities and Involvement is a paraprofessional staff member and will work directly with the advising portions of student organizations. The Graduate Assistant will coordinate various pieces of the training, registration, and orientation provided for the officers and advisors of over 1,000+ student organizations. The Graduate Assistant will serve in the capacity to support the mission, vision, and goals of Student Activities and Involvement, Division of Student Affairs, and the University of Florida.

Time Commitment: 20 hours per week, with additional time required during peak periods such as the beginning and end of each semester. Frequent night and weekend hours are required.

Contract Dates: August 8, 2016 – May 12, 2017

Remuneration: Salary includes tuition for up to nine (9) credit hours per semester, a \$12,000 stipend, and Gator Grad Care. NOTE: Florida is one of the few states without a state income tax.

Basic Position Responsibilities

- Facilitate the Fall and Spring Registration Process for the 1,000+ student organizations, including student organization constitution review, student organization outreach meetings, and program assessment.
- Coordinate portions of student organization training series for 1,000+ student organizations, including but not limited to semester training, monthly workshops for organizations, as well as ongoing training for student organization advisors
 - Design training schedule for year in collaboration with professional staff
 - Create marketing materials for the series
 - Develop, administer, and interpret evaluations of programs and other general data
- Support SAI Involvement Team (SAI student ambassador organization)
 - Develop annual membership assessment
 - Create program evaluations and assessments for external services, programs, and events

- Manage administrative responsibilities for campus-wide events
- Advise a large, cultural organization's activities in the development, execution, and assessment of programs/services
 - Collaborate with professional staff to ensure contracts and other financial documentation for events are completed in a timely manner
- Serve as a resource for student organizations to assist with event planning and management needs including:
 - Contracts
 - Event Development and Risk Management
 - Financial and Administrative Responsibilities
 - Membership and Leadership Development
- Assist in the staffing and management of major campus events including but not limited to major concerts, speakers, and Homecoming
- Serve on department-wide committees and/or work groups as well as contribute to the department's ongoing assessment efforts
- Perform other duties as assigned.

Qualifications

Required:

1. A bachelor's degree from an accredited four-year institution
2. Admission and full-time enrollment in an appropriate graduate program at the University of Florida
3. Demonstrated knowledge and/or experience with student organizations and a commitment to professional standards of behavior
4. Previous experience in program/conference planning and presenting leadership workshops
5. Computer literacy (Word, Excel, Publisher, Adobe, etc.)

Preferred:

1. Students admitted and enrolled in the Student Personnel in Higher Education (SPHE) or Counselor Education academic program area
2. Previous experience as an officer in a student organization

Contact Person: Jessica Inman, Associate Director for Student Activities and Involvement
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