



## **Graduate Assistant – Student Government 2015-16 Academic Year**

### **Student Activities & Involvement**

The mission of the Department of Student Activities & Involvement “SAI” is to provide the foundation for student organizations and their initiatives, facilitate engagement opportunities, and advise, mentor, and educate students to maximize their UF experience. SAI 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; student-run campus programming and events; event management and program planning support; and travel and recreational programs.

### **Student Government**

The University of Florida Student Government, established in 1909, exists to represent and act in the interests of the students. UF’s SG closely resembles the federal government and balances power among its three branches: Executive, Legislative, and Judicial. The organization consists of approximately 850 members, including the President, Vice President, Treasurer, 100 Senators from various academic entities and residence halls/geographic areas, dozens of Cabinet and committee members, 12 Agency Heads and their staff, 12 Executive Secretaries, and a variety of other volunteers and student leaders. Additionally, as a public institution in the state of Florida, SG is responsible for allocating approximately \$19 million in student’s activity and service fees.

The Graduate Assistant for Student Government reports to the Assistant Director of Student Government. This position is primarily responsible for supporting the events and activities of Student Government; however, the Graduate Assistant will also support the mission, vision, and goals of the Department of Student Activities & Involvement, the 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**

- Approximately August 15, 2015 – May 14, 2016 (subject to change)

### **Remuneration**

- Salary includes in-state tuition for nine (9) credit hours per semester and \$13,000 annual stipend. NOTE: Florida is one of the few states without a state income tax.

## Responsibilities

- Advise the following agencies within the Executive Branch: Chomp the Vote, Gators Going Green, Gator Innovators, Nightlife Navigators, and Students Taking Action Against Racism.
  - a. Chomp the Vote is a program of Student Government whose purpose is to provide the students of the University of Florida with the opportunities to register or update their voter information, educate students about political issues, and provide conducive measures to encourage students to vote.
  - b. Gators Going Green's core mission is to create and implement policies and programming that will support a more sustainable campus and community at the University of Florida.
  - c. Gator Innovators was created with the idea that students can collaborate to foster the startup, innovation and entrepreneurship communities in Gainesville.
  - d. Nightlife Navigators is a UF organization dedicated to educating UF students about their travel options at night in Gainesville that are both safe and affordable. The organization keeps students informed of late-night risks that are present on campus.
  - e. Students Taking Action Against Racism is an agency of Student Government dedicated to the improvement of race relations on the University of Florida campus. STAAR recognizes the existence of racial inequality within society and attempts to combat it through the spread of education and empathy.
- Supervise SG Free Bike Repair Staff
- Assist with Student Government Fall and Spring elections.
- Assist with personal and leadership development of Student Government members, including assisting with Student Government retreats and trainings.
- Meet regularly with supervisor to set goals each semester, monitor progress towards the goals, and conduct formal evaluations of work performed.
- 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

### ***A successful candidate will be able to do the following:***

- Thrive in a dynamic and innovative environment
- Provide creative methods of implementing programs for students
- Exhibit a pleasant and professional demeanor
- Work effectively as a member of a high-paced team both independently and in groups
- Establish and maintain effective working relationships with students, faculty, staff, fellow employees, and the public
- Display strong organizational skills and manage multiple on-going tasks
- Demonstrate excellent written and verbal communication skills