

The Bob Graham Center at UF is seeking a dynamic and personable graduate student to join its team. The ideal candidate should be skilled in handling various tasks including assisting with communications & marketing for student programs and public programs and offering research, technical and logistical support for the office. The position would be a .50 FTE for 20 hours per week. Work schedule is flexible but graduate assistant must be available for evening events and the occasional weekend. This position offers a nine-month salary (19.5 pay periods, Fall/Spring semesters) of \$13,000 plus a tuition waiver for 9 credit hours.

**Qualifications:**

Bachelor's degree with a GPA that meets the graduate admission requirements

Must be enrolled in a Master's/Phd Program at the University of Florida

**Desired attributes:**

- Strong verbal and written communications
- Familiarity with social media
- Familiarity with website content management a plus
- Excellent time management
- Desire and ability to learn quickly and implement new skills
- Flexibility to accommodate shifts in programming and activity schedules
- Ability to maintain productive relationships with students, faculty, UF administration, and communities on and off campus
- Attention to detail
- Interest in public service, public policy and civic engagement a plus

***The deadline to apply is Monday, Feb. 1.*** Please send a resume/CV and cover letter to Kevin Baron [kbaron76@ufl.edu](mailto:kbaron76@ufl.edu)