

University of West Florida
Student Involvement
Graduate Assistant Position Description

Department: Student Involvement, Student Activities

Title: Graduate Assistant for Student Activities

Supervisor: Keaton West, Assistant Director of Campus and Community Involvement

Telephone: 850-474-3369

Email: kwest@uwf.edu

Job Description:

The Graduate Assistant for Student Activities – Campus Activity Board will work directly with the Campus Activity Board to plan consistent programming and events. This position will also assist with other departmental programmatic efforts including Argo Arrival, Homecoming, and Blizzard Bash. Additionally, they will enhance campus programming, and communicate regularly with on- and off-campus partners to develop/maintain working relationships and programming opportunities for students and student organizations.

Primary programmatic responsibilities of the position include:

- Co-advise Campus Activity Board by guiding programming and membership development
- Oversee all aspects of recruiting, hiring, and training the Campus Activity Board
- Oversee the planning, execution, and follow-up of all Campus Activity Board programs and activities.

General Responsibilities:

- Maintain 20 office hours per week consistently.
- Serve as a positive role model for students.
- Serve as a member of the Student Activities and Student Involvement team.
- Provide paraprofessional support to the Student Involvement staff and offer assistance as needed.
- Attend general staff meetings, assist with special projects and programs as assigned, and recommend change and improvement.
- Maintain clear files (electronic and hard copy) of the areas of responsibility.
- Provide a written end-of-semester evaluation report.
- Participate in conversations with regard to developing office policies and procedures.
- Assist in the design, implementation, and reporting of assessment of CAB Events.
- Handle sensitive and confidential data in an appropriate manner.
- Display professionalism while representing Student Involvement, including dress, behavior, and attitude.
- This position may be required to drive state vehicles or rented vehicles in the course of departmental, divisional, or university business.

Student Activities Responsibilities:

- Participate in ongoing design, implementation, assessment, recruitment and marketing campaigns of Student Activities initiatives and programs.
- Provide assistance to students who utilize Student Involvement.
- Assist with programming needs.
- Attend CAB, Homecoming, Student Involvement, and major UWF events.
- Assist in the training and development of programming board student leaders in the areas of personal development, leadership, event planning, and career preparation.
- Assist in the formal and informal training, supervision, and mentoring of student leaders.
- Communicate with external parties to purchase items, lease equipment, contract talent, order food, and solicit sponsorship.
- Coordinate event tracking/swiping for Student Activities initiatives.
- Assist in maintaining program budgets.
- Ensure balance of proposed program series by providing timely feedback and by suggesting appropriate alternatives; ensure that programs serve and represent the diversity of the UWF student body.
- Suggest innovative programming, stimulate creativity, and encourage committee members to seek out and evaluate new programming possibilities.
- Participate in problem solving and analysis related to various functional operations including policies and procedures, human resources, and budgets.
- Coordinate volunteer/member recruiting and management.
- Participate in all other major Student Involvement events including but not limited to:
 - GA and SI student staff training
 - Argo Arrival activities and events
 - Retreats
 - Orientation
 - Leadership Awards Banquet
 - CAB events
- Perform other duties as assigned.

Desired Learning Outcomes:

- Summarize and apply student development theory to the practice of college student personnel administration.
- Students will identify and discuss issues and trends in higher education organization and administration.
- Recognize the interrelationships within and between student affairs units and other functional areas.
- Employ a variety of communication skills including formal and informal verbal communication, informal writing, professional writing, and scholarly writing.
- Identify the variety of professional associations, publications, and conferences applicable to the profession.
- Join into mentoring/coaching relationships with professional practitioners.
- Demonstrate an awareness of and concern for community, diversity, and individual differences.
- Demonstrate an interest in collaboration and partnerships with other professionals and faculty.
- Demonstrate applied competencies such as decision-making, time management, planning, budgeting, program implementation and management, and program evaluation.
- Demonstrate attitudes, skills, and behaviors essential to professional employment.

- Utilize appropriate strategies to influence individual, group, and organizational development in college students and their environments.
- Formulate and explain a personal professional philosophy.
- Employ essential program assessment and research skills.

Job Qualifications:

- Candidate must have a Bachelor's Degree.
- Enrollment or admission to a UWF graduate program. Special consideration will be given to students enrolling in the College Student Personnel Administration program.
- Candidate must maintain a minimum 3.0 GPA.
- Candidate must possess good public relations skills; excellent written and verbal communication skills; sound organizational skills; the ability to multi-task; and the ability to work varied hours in response to changing program and activities schedules.
- Candidate must have a valid driver's license.
- Desired qualifications include:
 - Advising experience
 - Event planning experience
 - Appreciation of human diversity and diverse ideas
 - Knowledge of relevant technology
 - Excellent interpersonal skills
 - Excellent organizational skills
 - Availability to work evening and weekend hours
 - Experience with teaching, training, facilitating and/or leading groups and individuals
 - Work or involvement background in campus programming, or related student affairs functions
- Intent to pursue a career in the student affairs profession is preferred.

Terms of Employment

- At-will position.
- Must meet eligibility definitions in the University of West Florida's Graduate Assistant Handbook. http://uwf.edu/graduate/documents/GA_Handbook.pdf
- Position begins August 12, 2019.
- Maximum duration of two years (August 2019-May 2021).
- 20 office hours per week at \$10.25 per hour. Up to 47 weeks paid for first year (August-July) and up to 33 weeks paid for second year (August-May) of employment.

Matriculation Waiver/Benefits Information

- Full Tuition Waiver (applies only to courses required by your program's curriculum and completed prior to May 2021).
- Graduate Assistants must work a minimum of 200 hours during the summer semester (May-August) to be eligible for summer tuition waiver.