

Position Title (Classification Title): CDCE Graduate Assistant

Working Title: CDCE Graduate Assistant

Job Summary: The Job Location & Development (JLD) Graduate Assistant works with the Office of Career Development & Community Engagement to locate and develop off-campus experiential learning and job opportunities for UWF students and alumni.

Department Career Development

FLSA: Non--Exempt

Minimum Qualifications: - Must be enrolled as a degree-seeking student in a UWF graduate program and maintain good academic standing.

- Must register for, and complete 6 credits of coursework per semester (fall, spring, and summer) or be registered for thesis credit.

- Demonstrate effective communication and interpersonal skills (including the ability to present to small and large groups on career-related content).

- Ability to work effectively in a fast-paced, team oriented environment while organizing work time and manage projects independently.

Preferred Qualifications - A graduate student in the College Student Affairs Administration program will be a preferred candidate for this position.

- Previous experience working on a college campus within Career Services or Student Affairs programming.

- Ability to collaborate with a variety of campus partners and external stakeholders.

Special Requirements or Considerations of the Job: This position requires a criminal background screen.

Number of Vacancies 1

Work Hours 20 hours

FTE .5

Salary Range \$10.25

Pay Basis Hourly

Preferred Response Date: 07/24/2020

Special Instructions to Applicants: Candidates must apply online through the University of West Florida website: <https://careers.uwf.edu>.

Applicants are required to attach a resume, cover letter, and list of references.

An opportunity to upload these documents will be provided during the application process.

For assistance, please contact Human Resources at 850-474-2694 or email jobs@uwf.edu.

Applicant Documents

CV/Resume