

Orientation Graduate Assistant Job Description

University of West Florida

Office of Undergraduate Admissions

Job Title: Orientation Graduate Assistant

Job Description: The Orientation Graduate Assistant (GA) will partner in the facilitation of SplashDown - New Student Orientation. They will participate in the training and supervision of the Orientation Leader staff, assist in the execution of orientation programming, conduct assessments of the orientation leaders, and work with the Coordinator of Orientation to assess all programs for future improvement. The GA will be able to demonstrate an understanding and show insight for the purpose of orientation, while also possessing good communication skills and the ability to take initiative and set goals. The GA must be flexible, open to change and new opportunities, and organized. The GA must support the mission, vision, and goals of the Office of Undergraduate Admissions and the Division of Academic Engagement and Student Affairs at the University of West Florida. The GA must demonstrate effective leadership skills and abilities as they welcome incoming students and their guests, and work closely with the campus community to ensure a successful orientation season.

Requirements:

- Must possess a Bachelor's degree from an accredited college or university
- Must plan to be a graduate degree-seeking student and enrolled in at least 6 credit hours
 - Plan to complete 2 full years in GA position (Fall 2020-Spring 2022)
- Must possess and maintain at least a 3.00 GPA and be in good academic standing through Spring 2022
- Must attend all mandatory training and orientation events
- Must assist in facilitating all Orientation Leader training
- Must assist in student staff supervision
- Must attend the Orientation Leader Premiere event in May
- Must partner with professional staff members in orientation planning, preparation, and execution
- Must perform all other necessary duties as assigned
- Must assist with yearly office-wide events and Visit Experience operations on an as needed basis
- Must meet all other requirements for Graduate Assistants set forth by the Graduate School

Qualifications

- Must possess a sincere desire to serve incoming students and families
- Must demonstrate an understanding and show insight for the purpose of orientation
- Must demonstrate effective leadership skills and abilities
- Must support all University and departmental policies, procedures, faculty, and staff
- Must be reliable, responsible, punctual, team-oriented, willing to learn, flexible, and professional while representing UWF to incoming students and orientation guests

Compensation:

- Academic year 2020-2022 (Starting Aug 2020) salary: 20 hours per week at \$12/hour
- Meals provided during orientation sessions
- Uniform polos and other swag items
- 50% matriculation waiver of in-state tuition (if eligible)

Application Dates:

Applications must be completed online at jobs.uwf.edu by **Friday, March 13th**.

Application Must Include:

1. Completed Application
2. Resume or CV
3. Detailed cover letter indicating why you want to be a Graduate Assistant for Orientation
 - a. One page maximum
4. Three professional references with contact information (will be included on the online application)

Interview Details:

- Applicants will be contacted to schedule an interview following application closing deadline
- Interviews will be remote and conducted over Zoom
- Applicants should dress professionally
- Applicants should be prepared to answer a series of interview questions

Contact Information

Supervisor Name: Laurel Jefferies

Supervisor Title: Coordinator of Orientation

Email: ljefferies@uwf.edu

Phone: 850-474-3293

Website: uwf.edu/orientation

The University of West Florida is an Equal Opportunity/Access/Affirmative Action employer. Any individual requiring special accommodations to apply is requested to advise UWF by contacting ADA Compliance at 1-850-474-2059 (voice) or 1 850 857 6114 (TTY). A criminal background check is required for successful candidates. E-Verify requirements may apply for employment in certain positions. All applications for employment at the University are subject to Florida public records law.