

University of West Florida
Division of Enrollment and Student Affairs
Student Leadership and Governance Graduate Assistants (2) Job Form

Department: Student Involvement

Title: Student Governance Graduate Assistant

Supervisor: Jenny Hamilton, Assistant Director for Student Leadership and Governance

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Job Description

The two Student Governance Graduate Assistants (GAs) will help students in the transition to self-efficacy and leadership in the University of West Florida through Student Government Association involvement. The GAs will directly advise SGA leaders and student committees and will assist in all office initiatives as needed. Note there are two available GA positions.

Duties and Required Tasks

Student Government Association

- Advise the SGA Vice President and the SGA Freshman Committee
- Advise one SGA legislative committee
- Lead weekly meetings on leadership and personal development
- Coordinate mentor relationships between freshmen and SGA members
- Understand and assist with the duties and responsibilities of SGA officers and committees
- Assist with programming such as the student tailgates, Diversity Week, and student polling initiatives
- Attend SGA weekly meetings including staff, executive committee, and Senate

Other Duties

- Assess effectiveness of Student Governance programs, student needs, and data trends, etc.
- Attend Student Involvement staff meetings, committee meetings, program planning meetings, as well as any event logistics meetings
- Lead one all-staff meeting each semester
- Assist with Student Involvement department-wide initiatives
- Other duties as assigned

Qualifications

- Must be enrolled in a UWF graduate program and maintain good academic standing.
- Must register and complete minimum of 6 hours of course work per semester (fall, spring, and summer) or be registered for thesis credit.
- Demonstrate ability to work effectively in a fast-paced, team-oriented environment, written communication and editing skills, and strong analytic and organizational skills with attention to detail.

Learning Outcomes

Through employment with Student Involvement, GA's will be able to demonstrate the following:

- Experience facilitating students' roles as stakeholders in campus governance.

- Knowledge of theories and high impact practices relating to student transitions, leadership, and governance.
- Efficient project management including organization, communication, marketing, and budgeting.
- Leadership, mentoring, advising, and supervisory skills.
- Program planning, execution, and assessment.
- Application of student development theory to the practice of student affairs.
- Ability to explain the interrelationships within and between student affairs units and other functional areas.
- Awareness of and concern for community, diversity, and individual differences.
- Vocational competency by demonstrating attitudes, skills, and behaviors essential to professional employment.
- Use of appropriate strategies to influence individual, group, and organizational development in college students and their environments.
- Essential program assessment and research skills.

Terms of Employment

- At will position.
- Must meet eligibility definitions in the University of West Florida's Graduate Assistant Handbook.
- Position begins August 2020.
- Maximum duration of two years (August 2020-May 2022).
- 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. (Maximum payment of \$16,400.00).
- Full Tuition Waiver (applies only to courses required by your program's curriculum and completed prior to May 2022).
- Graduate Assistants may take a summer internship no longer than 5 weeks.