

Scholars Program Graduate Assistant:

To apply, please send your resume and your CSAA Letter of Intent to Mikia Carter, [mcarter@uwf.edu](mailto:mcarter@uwf.edu).

### **Job Description**

The Graduate Assistant will assist the Assistant Director of Equity and Diversity with the development and coordination of diversity programs and academic support services in partnership with on campus and off campus community members. The Graduate Assistant will advise and empower student leaders, cultivate and sustain relationships with community partners, and coordinate leadership and development opportunities for the Take Stock Collegiate Scholars Program. They will research and assess the needs of low-income, academically qualified college students and help develop a strategic plan to support this specific population in, through, and out of college.

### **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**

GA's will be able to demonstrate the following:

- 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.