

Office of Student Involvement Student Organizations Graduate Assistant Position Description

The University supports a variety of student organizations with a belief in their co-curricular value, their role in the general education of students, and their ability to serve as an asset to the University community. Student organizations play an important role in the total university life and must, therefore, exercise judgment and responsibility in the planning and implementation of their activities. Registration of student organizations (of which there are over 600) is permitted and completed upon the recommendation of the Office of Student Involvement and the review and concurrence of the Student Government Association.

The Graduate Assistant will assist the University in this process, including, but not limited to registration and constitution review. Additionally, they will inform student organizations about university policies and will help coordinate and facilitate training sessions to meet the needs of the student organizations and the Office of Student Involvement. The Graduate Assistant will provide services to all registered student organizations (RSOs), organizations that have fallen out of active/good standing, and new student organizations wishing to be recognized by the university.

Supervisor: RSO Coordinator, Office of Student Involvement

Service Compensation: The GAs for OSI are expected to fulfill the duties of their positions, and this may on occasion require above and beyond 20 hours per week. Due to the nature of the Office of Student Involvement's mission, some weeks may be much more time intensive than others. Work duties on nights, weekends, overnight trips and unusual hours are to be expected. Monetary compensation will be equivalent to approximately \$14 per hour for a 20-hour week. Graduate Assistants may receive tuition waivers for a maximum of 9 credit hours and health insurance.

Term of Service: Contracts are for one-year terms. Exact terms are to be negotiated via the OSI Graduate Assistant contract.

General Responsibilities:

- Assist the Coordinator to which the position reports
- Serve as a positive role model for students
- Promote involvement in student life, including student activities, student organizations, recreational sports, and professional development
- Attend staff meetings
- Meet regularly with the Coordinator
- Maintain clear files (electronic and hard copy) of the areas of responsibility
- Meet with the Coordinator at least once per semester for a job performance evaluation
- Provide a written end-of-semester report
- Keep regular and consistent office hours
- Participate in conversations regarding development of office policies and procedures
- Handle sensitive and confidential data in an appropriate manner
- Supervise students' use of OSI office space and resources

- Assist in recruiting, selecting, and training new student leaders for OSI agencies
- Assist with special projects when requested

Student Organization Responsibilities:

- Co-Operate KnightConnect online involvement platform
- Assist in the management of forms housed in KnightConnect
- Develop manuals/handbooks and workshops to assist student organization officers/advisors with group functioning and knowledge of university policies
- Supervise student organization cubicle use in OSI, including managing the agreements and procedures
- Oversee the re-registration process for RSOs
- Help manage New Organization creation procedures
- Co-advise the Knights of the Round Table (KoRT), a student agency which facilitates student involvement and serves as a resource and advisory group for all student organizations
- Assist in the development of programming policies and procedures, along with the KoRT Student Director
- Coordinate reports detailing event attendance, budget, and assessment outcomes, to be given to the Student Director, Coordinator, Assistant Director, Associate Director, and Director of OSI
- Coordinate IMPACT Awards, the end of the year RSO/Student Leader recognition banquet
- Attend weekly KoRT meetings and any other meetings related to the agency
- Assist students in developing presentations and tip sheets for RSOs
- Connect with offices at UCF for collaboration
- Maintain regular office hours, 20 hours a week
- Complete any special projects as requested by the Coordinator, Assistant Director, Associate Director, or Director of OSI

Desired Qualifications:

- Pursuing a degree in Higher Education/Student Personnel or similar program
- Excellent written and verbal communication skills
- 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
- Knowledge of leadership development and/or training
- Experience with teaching, training, facilitating and/or leading groups and individuals
- Knowledge of student affairs legal issues, especially as they relate to student organizations

For more information about the position, please contact: Angely Tolani via email at angely.tolani@ucf.edu.

Application Process:

Applicants must submit the following application materials in a PDF file as an e-mail attachment to ucfhepsvisit@gmail.com:

- Cover letter (indicate the desired position, highlight relevant skills/experiences, anticipated date of graduation, and availability for interview)
- Résumé (include email address and additional contact information)
- Three (3) references with current contact information

Applications will be accepted until the position is filled.