



OFFICE OF STUDENT INVOLVEMENT | VOLUNTEERISM AND COMMUNITY ENGAGEMENT GRADUATE ASSISTANT

The mission of the Office of Student Involvement (OSI) is to provide quality programs, services, and leadership opportunities that enrich students' academic endeavors and enhance the campus environment. Students and staff collaborate to develop programs and services which encourage student's personal growth, to promote civic responsibility, to embrace differences, and to connect students to the campus and the community.

We are looking for incoming Higher Education and Policy Studies Program students. The intended start time is May 2024. We expect applicants will not be enrolled in classes in the summer but would begin course work in Fall 2024.

The Office of Student Involvement (OSI) supports student success and enhances the campus environment by focusing on our core principles – **Connect, Involve, Impact** -through quality programs, services, student leadership opportunities, and intentional environments.

The Volunteerism and Community Engagement Center (VCE) is a branch of the Office of Student Involvement (OSI), located in suite 154 of the Student Union. The Center now houses the Alternative Break program, Volunteer UCF, AmeriCorps, Community Connectors, as well as other programs, organizations, and initiatives supporting volunteerism.

Volunteer UCF (VUCF) is dedicated to promoting civic engagement and education on various social issues to the UCF student body. Through a variety of events and programs such as Knights Give Back and the Alternative Break Program, students gain valuable knowledge and experience, become connected to volunteer opportunities of their interest, and expand their community outreach. Volunteer UCF provides service event consultations and recognizes student volunteers for their outstanding service. We work with over 200 community organizations and continue to expand our agency's outreach.

General Responsibilities:

- Complete projects and tasks assigned by the supervisor 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 bimonthly staff meetings
- Meet regularly with the Coordinator and/or Assistant Director
- Maintain clear files (electronic and hard copy) of the areas of responsibility
- Meet with the Coordinator and/or Assistant Director at least once per semester for a job performance evaluation
- Keep regular and consistent office hours
- Participate in conversations with regard to developing 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

Community Engagement Graduate Assistant Responsibilities:

- Provide assistance to students who utilize OSI
- Assist VUCF, ABP and Student Agencies/Organizations with programming needs
- Attend VUCF, ABP and other community service events
- Attend weekly VUCF and ABP board meetings
- Assist OSI staff in maintaining a welcoming environment in OSI
- Advise and mentor the VUCF and ABP Board of Student Directors
- Develop and implement ongoing leadership training



- Assist with coordination of the Volunteer expos and other community service events
- Consult with student organizations to share information and find out issues for which VUCF & OSI might be able to assist
- Use technology to assist students in finding information about the different resources on campus

- Refer students to Student Agencies/Organizations based on their community service interests
- Perform other duties as assigned

Desired Qualifications:

- Pursuing a degree in Student Personnel Administration or similar program
- Excellent written and verbal communication skills
- Advising experience
- Event planning experience
- Appreciation of diversity both in thought and human experience
- 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

Graduate Assistants are expected to fulfill the duties of their positions and this may on occasion require above and beyond 20 hours per week. Work duties on nights, weekends, overnight trips, and unusual hours are to be expected. Monetary compensation will be \$4,000 or the summer, \$5,000 for the fall semester and \$5,000 for the spring semester. To receive tuition waiver, Graduate Assistants are required to maintain a full-time academic schedule (6 credit hours in the summer, 9 credit hours in the fall and spring semesters).

Graduate Assistants are contracted on a semesterly basis, exact terms to be negotiated.

Application Process:

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

- Cover letter
- Résumé (include graduate-level anticipated graduation date)
- Three (3) references

Position will be advertised until it is filled. Applicants should submit their materials ASAP for consideration.