Office of Student Involvement
University of Central Florida
Graduate Assistant Position Description: Programming GA, Homecoming & Knight-Thon

About OSI

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 intern will report and work with the Assistant Director of Programming to provide positive development for all students.

Summary of Focus

To support the OSI in the programming areas and student leader initiatives including coordinating the spring Student Leader Retreat. *Programming Agencies*: Homecoming, Knight-Thon

Responsibilities:

- Assist the Assistant Director as needed
- Check in with coordinators for needed support
- Keep regular posted office hours
- Regularly schedule and meet with student leaders of agencies
- Complete special projects as requested by assistant director and coordinators
- Encourage and develop student leadership development opportunities ie; OSI Student leadership Retreat
- Support programming agencies i.e.: Homecoming, Knight-Thon
- Advising student leaders in programmatic efforts, strategic direction, and leadership development
- Work and collaborate with other OSI professional staff
- Identify contacts for marketing materials to be distributed.
- Assist with planning and executing of OSI signature programs
- Work with Design Group/CreativeQ to develop marketing materials.
- Contact the Student Union and other areas on campus to reserve rooms for events.
- Complete financial training to sign Expense Request Forms (ERFs)
- Maintain relationships with community partners, including but not limited to volunteer opportunities, programming, and consistent communication.

Position Requirements

The GA's for the Office of Student Involvement are expected to fulfill the duties of their positions. Due to the nature of OSI'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**. To accommodate this, time in the office will be adjusted to be flexible and ensure a MAXIMUM of 20 hours per week.

Graduate Assistants are **required to maintain a full-time academic schedule**; full time for graduate students is a minimum of **9 credit hours of course work per semester.**

Terms Of Employment

Preliminary Start Date: We can have the accepted Graduate Assistant begin as soon as paperwork is completed and processed in the summer term, with their official start date being the beginning of Summer semester. ***Monetary compensation will be equivalent to $13 per hour for a 20-hour work week***. Contracts are semester to semester. (Exact terms are to be negotiated via the graduate assistant contract). Appointments are made yearly and are evaluated for continuation.

Any additional information about application procedures