

University Commons and Student Activities
Graduate Assistant
Student Organization Coordinator

Duties and Expectations:

1. Maintain 20 office hours per week.
2. Academic schedules will be submitted in the beginning of each semester and changes must be approved in advance by immediate supervisor.
3. Whenever possible, proposals for conference presentations will be submitted by traveler.
4. Provide paraprofessional support to the Student Activities Coordinator.
5. Act as a liaison between the 100+ student organization leaders and advisors
6. Coordinate organization fairs each semester.
7. Coordinate mandatory club council meetings each semester.
8. Meet as needed with student organization officers to provide advice related to organizational development, goal setting, and recruiting activities.
9. Assist with the coordination of student leadership training programs and resources.
10. Coordinate collection of data related to student organizations (primarily annual registration and renewal)

General Responsibilities:

1. Counsel students on areas of personal development, time management, stress management, career goals and motivation; instruct students on the basics of group dynamics, motivation, team building and how to run a meeting, etc.
2. Assist with departmental sponsored events and activities such as Welcome Week, Fall Frenzy, Lagniappe Series, College Bowl, Late Night Programs and Parents Weekend.
3. Recommend policies, programs, and services related to student development; suggest innovations, stimulate creativity and encourage all organizations to seek out and evaluate new programming and service possibilities.
4. Attend general staff meetings, assist with special projects and programs as assigned, and recommend change and improvement.
5. Other duties as assigned.

Desired Learning Outcomes:

1. Intellectual growth
2. Effective communication
3. Enhanced self-esteem
4. Realistic self-appraisal
5. Clarified values
6. Career choices
7. Leadership development
8. Meaningful interpersonal relationships
9. Independence
10. Collaboration
11. Social responsibility
12. Appreciation of diversity
13. Personal and education goals

Preferred Qualifications:

Candidate must be working towards a degree in college student personnel, counseling, communications, business management, marketing or other related fields at The University of West Florida. Candidate must possess good public relations skills and written and verbal communication skills.

These duties are performed under the supervision and with the support of the UCSA Student Activities Coordinator.