

7/25/11

## **Career Services Graduate Assistant for Volunteer UWF!**

### **Job Summary**

Assist with planning, organization, implementation and evaluation of programs and services handled through Volunteer UWF! and Career Services. Work on initiatives distinctive to service and civic engagement as well as assist with service learning, field study and other academic-based services. Provide guidance and support to student organizations/groups as well as to individuals, related to their involvement in and interest in participating in service and civic engagement programs. Interact and correspond regularly with students, community partners, prospective community agencies, faculty, staff, and the public about Volunteer UWF! programs and events. May be responsible for briefing new Community Partners on relevant UWF resources (Career Services Programs, JasonQuest training and assistance, academic-based services, Volunteer UWF! and Career Services recruitment services, etc.). Host individual and group student appointments; serve a rotation on the Career Services "Drop In Hour" schedule, make presentations related to Volunteer UWF! and Career Services programming, etc.. Assist with student service records and tracking utilizing our JasonQuest database system. Utilize technology to provide programs and services for our constituents. Assist with coordination of one-time and recurring community service projects with the Pensacola community and student organizations. Create new and purposeful programming for students and employers. Participate in service initiatives sponsored by Volunteer UWF! and Career Services, which may result in some weekend and/or evening work. Effectively communicates orally and in written form with students, faculty, staff, and community agency representatives about Volunteer UWF! services and our web-based system, JasonQuest. Assists with developing and delivering presentations to classes and student organizations regarding Volunteer UWF! programs, services, and events. Coordinates special service programming such as Make A Difference Day, Day of Caring, National Volunteer Week, Hunger & Homelessness Awareness Week, UWF Welcome Week, Read Across America Day, as well as coordination of the Graduate Pledge for graduating seniors.

### **Student Contact-70%**

Hold appointments for individuals and members of student organizations who are interested in completing one-time or recurring service opportunities. Serve as a contact for individual or student organization community service and civic engagement communications including meetings, individual student appointments, student organization appointments, presentations, Drop Ins or any other correspondence. Conduct departmental and student organization presentations on service and civic engagement opportunities. Topics for such presentations could include JasonQuest, recruiting and maintaining volunteers, how to locate an agency, what service needs are in the community, etc. Assist with the Community Work Study program by contacting students on a bi-weekly basis regarding their timesheet reporting. Contact student organizations regarding incomplete or missing Volunteer UWF! forms. Post service and civic engagement opportunities in JasonQuest for student viewing. Host reflection sessions for student in academic-based service on an as needed basis. Provide statistics from JasonQuest, as requested, on student service hours for general hours reports, Student Organization reports, and individual reports. Coordinate and support campus wide initiatives on service for service events (such as Welcome Week projects, Campus Clean and Green events, Day of Caring, Make A Difference Day, etc.). Create new and purposeful service and civic engagement programming for students. Work with the Volunteer UWF! Coordinator and Assistant Director on designing and implementing effective systems to assess outcomes and to evaluate mutual success of experiences for students and agencies.

### **Events, Marketing & Administration-30%**

Work toward creating meaningful service and civic engagement events to include events such as: Volunteer Fairs, Welcome Week events, workshops, webinars, trainings, one-time and recurring service opportunities and larger-scale special service initiatives such as Day of Caring, Read Across America, Make A Difference Day, Clean & Green Events, Faith in Action, etc. Interpret, communicate and enforce any Career Services and University policies to constituents. Contribute to Career Services and Volunteer UWF! strategic planning.

Support and assist the Assistant Director and Coordinator for Volunteer UWF! in compiling Volunteer UWF! program data throughout the year, using JasonQuest—including serving as the primary person entering in student service information from Volunteer UWF! Timesheets. Assists with Volunteer UWF! sponsored activities and events such as Presidential Service Awards recognition events and other volunteer awards programs including banquets, picnics, etc. Collaborate with the Career Services Marketing team to work on marketing initiatives

**Other information**

Other duties as required. Work with any Career Services students when needed; schedule appointments; assist students and other visitors to/around campus; volunteer for campus activities; serve as a back-up front desk assistant; contribute to the Career Services “Drop In Hour” rotation schedule.

**University of West Florida--Division of Student Affairs**  
**Graduate Assistant--Volunteer UWF! in Career Services (Service-Learning and Volunteerism)**

The Graduate Assistant is responsible for assisting Volunteer UWF! in completing its mission to engage and empower the university community by serving both the needs of the university and the outside world, providing service and learning opportunities that encourage civic engagement.

**Job Summary & Responsibilities**

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**Skills**

Ability to work in a creative, collaborative work environment as well as ability to work independently. Demonstrate the ability to prioritize work and meet deadlines. Knowledge of Microsoft Office Programs including: Word, Excel, PowerPoint and proficiency in using a database and the Internet. Strong written and oral communication skills including phone skills and public speaking skills. Interest in volunteerism and some experience volunteering. Ability to organize events involving Volunteer UWF! students and community agencies. Strong organizational and programming skills, with attention to details. Ability to reason logically, draw valid conclusions and make appropriate recommendations. Skills in working with diverse student populations. Ability to establish and maintain cooperative working relationships with faculty, administrators, staff, and student organizations.

**Benefits**

1. Experience in student affairs programming and leadership.
2. Familiarity with campus resources, faculty, staff, and administrators.
3. Experience in coaching undergraduate students in an organizational setting.
4. Professional mentoring relationships with Career Services student affairs staff.
5. Opportunity for personal growth and development.
6. Rewards of making a positive impact on the success of students

**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. A graduate student must not exceed three semesters of thesis work without full course work to remain eligible for this assistantship.

**Hours**

Must work 10-20 hours a week. Willingness to be flexible to include some evening and weekend work is required.