



# FSU Higher Ed Visiting Days Job Booklet

February 16-18, 2023



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## **GRADUATE ASSISTANT, RESIDENTIAL STUDENT EXPERIENCE POSITION #1101**

### **RESIDENTIAL STUDENT EXPERIENCE**

The Residential Student Experience (RSE) office is a unit within the University Housing department. RSE staff work directly with the 6,700 students who live on campus in our 18 residence halls. As a unit within University Housing, RSE staff work to provide exceptional living opportunities for students to succeed academically. For more information about University Housing, please visit: <http://housing.fsu.edu>

### **RESPONSIBILITIES**

The Graduate Assistant for Residential Student Experience (RSE) is a graduate student employed for 20 hours weekly. The Graduate Assistant for RSE reports directly to a full-time Program/Residence Coordinator for University Housing. This position description encompasses multiple types of assistantships in our department, and candidates will be given an opportunity to rank their interest in the roles during their interview. The following are responsibilities for the Graduate Assistant for RSE position:

- Participate in student staff supervision and/or student group advising
- Promote the professional and personal development of student staff and student group advisees
- Implement crisis management protocol and participate in on-call duty rotation for an area of campus
- Participate in the recruitment, selection, and training for student staff
- Serve as a hearing officer for student conduct
- Collaborate with campus partners to provide academic support and promote student development
- Engage students through large-scale event planning and programming
- Support community development efforts within the residence halls
- Assist with area and departmental administrative initiatives

Functional responsibilities may include (but are not limited to): direct hall management; advising special student leadership programs (Inter-Residence Hall Council; National Residence Hall Honorary); coordinating recruitment and training of student staff; working with academic and retention initiatives in the halls; coordinating student conduct and care initiatives; or advising the Residential Conduct Board.

### **QUALIFICATIONS**

- Admitted in a FSU Graduate Program (Preferably Master's or Doctoral in Higher Education)
- Experience in residence hall leadership at the undergraduate level (i.e. Hall Council, RA, etc.)
- Ability to relate well to others, especially students and student groups
- Ability to work independently as well as part of a team
- Ability to communicate effectively, both verbally and in writing
- Available nights and weekends

### **ADDITIONAL INFORMATION**

- A furnished, on-campus apartment, stipend paid at \$16.00/per hour for 20 hours/week, and an in-state tuition waiver for 9 credit hours (matriculation fee) are provided as part of the compensation.
- Start date for this position is July 2023.

For more information regarding this position, please contact Assistant Director of Recruitment & Training, Kelly Clark at [kmclark@fsu.edu](mailto:kmclark@fsu.edu) or Associate Director of Residence Life, Rachel Blakesley at [rblakesley@fsu.edu](mailto:rblakesley@fsu.edu)

## **FLORIDA STATE UNIVERSITY – AN OVERVIEW**

Combining traditional strength in the arts and humanities with recognized leadership in the sciences, Florida State University provides unmatched opportunities for students and faculty through challenging academics, cultural discovery and community interaction. Underlying and supporting the educational experience at Florida State University is the development of new generations of citizen leaders, based on the concepts inscribed in our seal: Vires, Artes, Mores — Strength, Skill and Character.

With its impressive breadth of leading graduate, professional and undergraduate programs, Florida State University is a demanding, intellectually stimulating, yet warm and caring environment for students and faculty. Recognized nationally for its commitment to diversity, Florida State University is a national leader in the number of doctorates awarded to African-American students and in the graduation rate of African-American undergraduates. Its College of Medicine and College of Law are ranked in the nation's Top 10 for Hispanic students.

For further information on Florida State University, please visit <http://www.fsu.edu/>.

## **DIVISION OF STUDENT AFFAIRS MISSION**

The Florida State University Division of Student Affairs empowers and supports all students to achieve their full potential.

## **DIVISION OF STUDENT AFFAIRS VISION**

We believe in the power of the student experience to develop graduate who positively impact the world.

## **DIVISION OF STUDENT AFFAIRS VALUES**

To support learning and fulfillment, we uphold out values of:

- **Community:** Our work exists through relationships of trust and mutual respect that create a sense of belonging. We cultivate community through a connected, collective network. We collaborate with the FSU community to shape a supportive and safe environment.
- **Development:** We prioritize the development of the whole person so that everyone realizes their full potential. We educate and provide experiences for lifelong learning through engagement with staff members, programs, services, and facilities.
- **Inclusivity:** Honoring the intersectionality of all people, we create inviting spaces to learn from each other and build more complex ways of being. We value and advocate for an equitable campus community.
- **Well-being:** We create campus environments that promote wellness as a foundation of a productive and positive experience. We respect each other and hold one another accountable for practices that help our community thrive.

For further information on the FSU Division of Student Affairs, please visit <https://studentaffairs.fsu.edu/>.

## **Tallahassee**

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## **student organizations & involvement**

# **STUDENT ORGANIZATION DEVELOPMENT STUDENT ORGANIZATIONS & INVOLVEMENT POSITION #3104**

### **OVERVIEW OF THE DEPARTMENT/OFFICE**

The Office of Student Organizations & Involvement is part of the Department of Student Engagement. Student Engagement also includes the Student Life Cinema and Gaming and Student Governance and Advocacy. Together, Student Engagement provides enriching leadership opportunities for all FSU students.

### **INFO ON THE POSITION**

The Graduate Assistant for Organization Development is a 20 hour per week assistantship designed for students enrolled full-time in a graduate level program at Florida State University. As a department we work to provide intentional learning opportunities that create a sense of belonging and instills the confidence, competence, and capacity for students to use their voice for advocacy. This position is focused on accomplishing this by enhancing the student organization and student organization advising experience through experiential learning at FSU. This position includes program planning and execution, budget management, risk management, campus collaboration, and advising. This position works directly with Engagement Ambassadors, Registered Student Organization (RSO) registration and training, RSO Involvement Fairs, Leadership Awards Night, and Market Wednesdays.

### **RESPONSIBILITIES**

Co-advising Engagement Ambassadors, planning and executing weekly Market Wednesdays, Involvement Fairs and Leadership Awards Night. Assist with organization training, registration, and education. Support initiatives sponsored by the department of Student Engagement.

- Coordinate and implement individual and group advising with student leaders
- Serve as a resource for 700+ Registered Student Organizations and campus organizations
- Review materials for RSO Registered and assist student organizations through the registration process
- Providing organizations support through formal and informal education
- Assist with the development and maintenance of inclusive resources and trainings for student organizations and advisors
- Effectively communicate with organizations, advisors, and campus partners
- Review budgets and funding related to position specific areas
- Regularly assess RSO programs and services
- Assist with the planning and execution of Student Engagement initiatives and events
- This position includes some evening and weekend responsibilities

## **QUALIFICATIONS**

- Admitted in an FSU Graduate Program
- Relate well to others, including students, student groups, and campus partners
- Effective verbal and written communications skills
- Experience developing welcoming and inclusive environments for diverse populations
- Awareness of group dynamics and determining areas for growth
- Attention to detail
- Event planning, execution, and assessment experience
- Comprehension and implementation of university and department policies
- Work independently as well as part of a team
- Receive and follow instructions related to assigned programs and activities

For more information regarding this position, please contact Stormy Walker at [smwalker@fsu.edu](mailto:smwalker@fsu.edu)

## **FLORIDA STATE UNIVERSITY AND THE COLLEGE OF EDUCATION – AN OVERVIEW**

Florida State University is one of the nation's elite universities. FSU—with the Carnegie Foundation's highest designation, Doctoral/Research University-Extensive—offers a distinctive academic environment built on its cherished values and unique heritage. FSU offers leading graduate and professional programs. Ranking among the nation's top twenty-five public universities are programs in Atmospheric Sciences, Business, Chemistry, Creative Writing, Criminology, Ecology and Evolutionary Biology, *Higher Education*, Information, Law, Marketing, Meteorology, Physics, Political Science, Psychology, Public Administration and Policy, Social Work, Sociology, Spanish, Statistics, and Urban and Regional Planning. During FY 2014, the FSU Office of Research received over \$230 million and the College of Education generated over \$18 million in external grant awards. The College of Education houses 4 departments (Educational Leadership and Policy Studies, Educational Psychology and Learning Systems, Sport Management, and the School of Teacher Education) and 3 centers (the Center for Education Research in Mathematics, Engineering, and Science, the Center for Postsecondary Success, and the Center for Sport, Health, & Equitable Development). The COE's Fall 2014 enrollment was 2,123 graduate (1,056) and undergraduate (1,067) students, and the diverse student population represents a multitude of ethnicities from over 45 countries.

For further information on Florida State University, please visit <http://www.fsu.edu/>.

## **DEPARTMENT/OFFICE MISSION AND GOALS**

### **Vision**

FSU Student Engagement aspires to be an exemplar nationally and internationally for its preeminent programming that engages, develops, and shifts our students and staff into diverse thinkers, responsible, conscious, and inclusive global citizens who positively impact the world.

### **Mission**

Student Engagement endeavors to educate, inspire, and affect change, consciousness, and confidence in the student body through innovative, interdisciplinary, and co-curricular engagement experiences, student leadership development, and community involvement.

Student Engagement supports students and student organizations to lead their own initiatives. By creating space and providing an array of services, we enhance students' connection to a community, and as a result, their affinity for the campus. Through collaboration, we promote student advocacy and organizational growth at Florida State University.

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# CENTER FOR LEADERSHIP & SOCIAL CHANGE

## RISE Office

## GRADUATE ASSISTANT MULTICULTURAL AND SOCIAL JUSTICE PROGRAMS POSITION #4002

### OUR MISSION

Transforming lives through diversity, equity, inclusion and social justice education.

### OUR VISION

The RISE Office of the Center for Leadership and Social Change creates spaces for students where they can their values and multiple identities, including ability, age, class, ethnicity, faith structure, gender identity expression, nationality, race, sex, sexual orientation, and socioeconomic status. Students in the RISE Office recognize the intersection of these identities and acknowledge that multiculturalism enhances the quality of life. From this understanding, students belong to and create intercultural communities that benefit from the value of difference.

Students are aware of and engaged in the world around them and use their talents and means to create a more just and humane society. In their personal, professional, and creative communities, they readily seek and accept opportunities for life-long learning, meaningful influence, and positions of trust in order to create positive sustainable change. For more information about The Center, please visit: <https://thecenter.fsu.edu>.

### THE POSITION

Graduate Assistants in the RISE Office are responsible for the development, implementation, and assessment of on-campus programs and initiatives. As a part of a team of full time coordinators working collaboratively on a set of programs, this role will incorporate identity, leadership, and community into programming and student development. Programs for this specific position include, but are not limited to, *Estonko*, Multicultural Leadership Summit (MLS), *V-rak-ke-ce-tv* Cultural Graduation, Diversity Ally Unlearning Series, and MLK Celebration Week.

### RESPONSIBILITIES

- Coordinate and deliver workshops and presentations focused on diversity, equity, inclusion, social change and identity development.
- Provide curricular and staff support for educational programming and workshop development program
- Provide co-facilitation and curriculum development support for the *Diversity Ally Unlearning Series*
- Select, recruit, and train student leaders in various capacities of multiple programs such as MLS and *MLK Celebration Week*
- Assist with the planning and logistics of campus wide cultural celebrations, including *MLK Celebration Week*, the *LatinX Cultural Celebration* and *V-rak-ke-ce-tv Cultural Graduation*.
- Provide co-facilitation and curriculum development support for the Diversity Ally Unlearning Series
- Work collaboratively with full time staff and student coordinating teams to deliver quality programs, support and services
- Supervise one undergraduate student assistant
- Plan and execute MLS, a conference-style program focused on leadership and social justice
- Support on-going assessment (reports, data analysis, etc.) and accountability for program outcomes

## **QUALIFICATIONS**

- Seeks to understand foundational social justice concepts, including power, privilege and oppression
  - Considers the intersection of service, identity development and leadership as essential to personal and professional practice
  - Interested in a continual learning process through partnership with students and staff
  - Actively engages in reflective practices to deepen self-awareness and programmatic impact
  - Prioritizes collaborative work through relationship building and authentic interactions
  - Excited to develop or facilitate student learning opportunities around the outcomes of social identity, social justice and leadership (i.e. trainings, workshops, teaching)
  - Highly organized and detailed oriented with the ability to manage multiple programs and projects
- For more information regarding this position and its responsibilities, you may contact Dr. Sierra R. Turner at [srtturner@fsu.edu](mailto:srtturner@fsu.edu) or 850-645-2363.

## **DIVISION OF STUDENT AFFAIRS**

**Mission:** The Florida State University Division of Student Affairs empower and supports all students to achieve their full potential.

**Vision:** We believe in the power of the student experience to develop graduates who positively impact the world.

**Values:** To support learning and success, we uphold our values of:

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## **FLORIDA STATE UNIVERSITY – AN OVERVIEW**

Florida State University, designated a preeminent research university in the state of Florida, is one of the most respected research and learning institutions in the country. We offer a student-centered education that inspires the academically motivated, intellectually curious, and socially conscious student. In 2019, FSU was ranked as number 18 among national public universities in the U.S. News & World Report rankings. For further information on Florida State University, please visit <http://www.fsu.edu/>.

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## **STRATEGIC PLANNING & ASSESSMENT GRADUATE ASSISTANT, OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS POSITION #9201**

### **THE OFFICE OF THE VICE PRESIDENT**

The Office of the Vice President for Student Affairs is the main administrative office of the Division of Student Affairs (DSA). The DSA includes over a dozen departments that focus on engagement, inclusivity, wellness, and preparing graduates. The OVPSA manages finance and administration, strategic planning and assessment, event planning, information technology, marketing, and development: <https://studentaffairs.fsu.edu>.

### **STRATEGIC PLANNING & ASSESSMENT**

Strategic Planning & Assessment supports the DSA in facilitating assessment, evaluation, and research projects. Results from these projects provide the DSA and the university community with an understanding of the impact of student affairs. We strive to:

- Communicate the strengths of the Division of Student Affairs to stakeholders
- Provide education, training, and resources for research, assessment, and evaluation initiatives
- Gather data to support student learning and division-wide initiatives
- Maintain information for accreditation requirements
- Engage in culturally relevant assessment

### **THE POSITION**

The primary responsibility of the Graduate Assistant is to work with the Director for Strategic Planning & Assessment on assessment, research, and evaluation projects for the OVPSA and the Division of Student Affairs. The Graduate Assistant supports the cycle of assessment from developing questions and collecting information to analyzing data and creating reports and publications to communicate results through print and electronic media. The Graduate Assistant collaborates to administer assessments (surveys, focus groups, etc.) and supports the development of a culture of assessment through resources and programming. Although some prior experience with data is beneficial, this position provides training on the assessment process as well as technologies associated with strategic planning and assessment.

### **RESPONSIBILITIES & EXPECTATIONS**

- Develop assessment, evaluation, and/or research projects to address student learning outcomes, program outcomes, institutional effectiveness, and longitudinal impact.
- Work with quantitative, qualitative, and/or mixed-methods projects including surveys, focus groups, institutional data, card swipe data, departmental assessments, or benchmarking projects.
- Share assessment results via reports and publications that inform and educate the university community and other stakeholders.
- Work with the assessment team while also operating independently to accomplish tasks.
- Connect classroom learning to graduate assistantship experience to think critically about student affairs concepts and issues.

## **QUALIFICATIONS & SKILLS**

- Admitted in an FSU Graduate Program (preferably Doctoral or Master's Program in Higher Education Administration).
- Ability to work as part of a team and engage with staff members in a professional setting.
- A strong candidate is detail-oriented and finds energy in organizing information.
- Proficiency in providing information effectively both written and verbally. A candidate should be able to communicate their ideas clearly and concisely.
- Enthusiasm to take initiative on projects and tasks. Willingness to seek feedback from others.
- Ability to work independently, manage multiple priorities, and follow through on projects.
- Interest in learning to use software tools for assessment, evaluation, and research. The candidate will acquire assessment and research skills through graduate training, and previous experience with data (qualitative or quantitative) and software tools (Excel, Power BI, Stata, NVivo, etc.) is beneficial.

For more information regarding this position, please contact Jillian Volpe-White, Ph.D., Director of Strategic Planning & Assessment, Office of the Vice President for Student Affairs at [jvwhite@fsu.edu](mailto:jvwhite@fsu.edu).

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### **Graduate Assistant, Jim Moran College of Entrepreneurship**

Entrepreneurship and innovation continue to grow nationwide, which has been the case on the Florida State University campus and has gained greater importance in our interdisciplinary programs and ever evolving society. It has become imperative that our university prepares students to think creatively as they approach their impending entrepreneurial lives. The Jim Moran College of Entrepreneurship opened in 2017 to provide students across disciplines with the education and skills they need to become entrepreneurs. It is the nation's first stand-alone entrepreneurship college at a public university.

The Entrepreneurship and Innovation Learning Community (EILC), located in Deviney Hall, is designed to immerse students in entrepreneurship and innovation at FSU and expose them to the university's areas of entrepreneurial focus. Through speakers, coursework, shadowing opportunities and an Entrepreneurship and Innovation colloquium, students will be encouraged to explore their own interests and ideas, look for ways to solve problems and develop a project based on these interests. Students will form a group of passionate innovators and build friendships and networks that will last throughout their time at FSU and beyond while gaining the skills essential to their success. An overarching goal of the EILC is to increase FSU's first time in college students' academic and social engagement in entrepreneurship and innovation on campus. The EILC will also provide a pathway for entering freshmen students to explore entrepreneurship and innovation and to prepare them for success in the Entrepreneurship major.

**THE POSITION** The Jim Moran College of Entrepreneurship is looking for a 9-month, 20-hour per week graduate assistant to work together with the faculty director on a variety of tasks related to the success of the learning community and students. The graduate assistant will support the continuing program efforts by compiling, drafting, and disseminating reports, assisting with planning and executing the weekly Entrepreneurship & Innovation Colloquium, communicating with and mentoring students, assisting in event planning, updating program marketing materials, and representing the program at events as necessary. This assistantship offers experience with academic program administration, special event planning, recruitment, and enrollment management, supporting and mentoring students, and collaborating on, and writing for public dissemination, to name a few.

### **RESPONSIBILITIES**

- Assisting the director with developing, leading and coordinating speakers and activities for the Entrepreneurship & Innovation Colloquium
- Compiling, drafting, and disseminating reports related to enrollment, student progress, and academic benchmarking
- Meeting with and mentoring students to provide general academic, personal, and business support
- Communicating with prospective students and coordinating campus visits
- Collaborating with Director on application process and selection of incoming cohort
- Planning special events such as Visiting Days, Orientation, and Retreat
- Updating the program's marketing materials, social media and web presence including text, pictures, and video

- Organizing and maintaining program documents
- Other duties as assigned

#### **QUALIFICATIONS**

- Admitted in an FSU graduate program (preferably the Higher Education programs)
- Interest in academic program administration, recruitment, and admissions, collaborating and communicating regularly with faculty, and supporting the first-year student experience
- Highly motivated and able to work independently
- Ability to communicate effectively, both verbally and in writing
- Some background knowledge of business and/or entrepreneurship is preferred

# GRADUATE ASSISTANT, UNION BOARD ADVISOR AND ASSESSMENT STUDENT UNION POSITION #3100

## **OVERVIEW OF THE DEPARTMENT/OFFICE**

The Student Union is a diverse and engaging community that fosters individual and collective learning by providing outstanding services and opportunities for involvement. The Union is the community center of the university, serving students, faculty, staff, alumni, and guests. The Student Union is comprised of the Art Center, Flying High Circus, Campus Event Services, Bowling and Billiards, Union Productions, and the Club Downunder. We are incredibly excited to be our brand new space campus! For more information about the Student Union please visit: <http://union.fsu.edu/>

## **INFO ON THE POSITION**

The graduate assistant will serve as the primary advisor for the Student Union Board, the governing body of the Student Union. This director advising experience includes components of budget, policy, and outreach working with students, alumni, faculty, and staff. They will lead the coordination of special projects, such as Constitution Day. They will also be responsible for coordinating Union wide assessment projects for major events such as Haunted Harvest and Spring Fling, as well as assisting with the annual report. Working with staff and students to create welcoming events, providing tours, and supporting other celebratory efforts related to the opening of the new facility will also be part of this role. This assistantship offers experience in advising, assessment, program development and planning, policymaking, and facility operations.

## **RESPONSIBILITIES**

- Advise the Union Board in coordination with the Union leadership.
- Serve as a liaison between the Union Board, Union administration, and the Student Government Association
- Manage data collection at Union programs as well as assist with data analysis and reporting
- Provide student leadership development opportunities such as one-on-one advising & retreat planning
- Coordinate interview process for prospective Union Board members
- Coordinate and support on-going outreach efforts for the new Union building

## **QUALIFICATIONS**

- Accepted to an FSU Graduate Program (Preferably Master's in Higher Education Administration)
- Ability to build relationships and relate well to others, especially students and student groups
- Experience in program and event planning, team building, and risk management
- Ability to work independently as well as part of a team
- Ability to communicate effectively, both verbally and in writing
- Ability to receive feedback and follow instructions related to assigned programs and activities
- Available for 20 hours per week including business hours and nights and weekends

For more information regarding this position, please contact Robyn Brock at [rbrock@fsu.edu](mailto:rbrock@fsu.edu)

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CREATE YOUR FSU EXPERIENCE

## **student organizations & involvement**

# **STUDENT ORGANIZATION PHILANTHROPIES STUDENT ORGANIZATIONS & INVOLVEMENT POSITION #3103**

### **OVERVIEW OF THE DEPARTMENT/OFFICE**

The Office of Student Organizations & Involvement is part of the Department of Student Engagement. Student Engagement also includes the Student Life Cinema and Gaming and Student Governance and Advocacy. Together, Student Engagement provides enriching leadership opportunities for all FSU students.

### **INFO ON THE POSITION**

The Graduate Assistant for Philanthropies is a 20 hour per week assistantship designed for students enrolled full-time in a graduate level program at Florida State University. As a department, we work to create intentional learning opportunities that create a sense of belonging and instills the confidence, competence, and capacity for students to use their voice for advocacy. This position accomplishes these goals by providing support to the student philanthropy programs at FSU and creating opportunities for students to engage with the FSU community through experiential learning. This position includes event planning and execution, leadership training, budget management, risk management, campus collaboration, and advising.

### **RESPONSIBILITIES**

Co-advising Dance Marathon at FSU and The Big Event, and providing support for other campus philanthropy programs

- Coordinate and implement individual and group advising for the student leaders of Dance Marathon's Executive Board and group advising for the students of The Big Event's Executive Board
- Support major projects and events for all campus philanthropy programs, including Dance Marathon, Relay for Life, and The Big Event
- Event planning and day of event execution for campus philanthropy program events
- Communicate and collaborate with campus partners to plan and execute events
- Manage budgets and funding related to position specific areas as it relates to fundraising and event planning
- Develop tailored and inclusive engagement experiences for students
- Provide leadership development opportunities for students through assisting in planning student leadership retreats and guiding leadership transition support
- Assist with the planning and execution of Student Engagement initiatives and events
- This position includes some evening and weekend responsibilities

## **QUALIFICATIONS**

- Admitted in an FSU Graduate Program
- Relate well to others, including students, student groups, and campus partners
- Effective verbal and written communication skills
- Experience developing welcoming and inclusive environments for diverse populations
- Awareness of group dynamics and determining areas for growth
- Attention to detail
- Event planning and execution experience
- Ability to comprehend and implement university and department policies
- Ability to receive and follow instructions related to programs and activities
- Available some nights and weekends

For more information regarding this position, please contact Stormy Walker at [smwalker@fsu.edu](mailto:smwalker@fsu.edu)

## **FLORIDA STATE UNIVERSITY AND THE COLLEGE OF EDUCATION – AN OVERVIEW**

Florida State University is one of the nation's elite universities. FSU—with the Carnegie Foundation's highest designation, Doctoral/Research University-Extensive—offers a distinctive academic environment built on its cherished values and unique heritage. FSU offers leading graduate and professional programs. Ranking among the nation's top twenty-five public universities are programs in Atmospheric Sciences, Business, Chemistry, Creative Writing, Criminology, Ecology and Evolutionary Biology, *Higher Education*, Information, Law, Marketing, Meteorology, Physics, Political Science, Psychology, Public Administration and Policy, Social Work, Sociology, Spanish, Statistics, and Urban and Regional Planning. During FY 2014, the FSU Office of Research received over \$230 million and the College of Education generated over \$18 million in external grant awards. The College of Education houses 4 departments (Educational Leadership and Policy Studies, Educational Psychology and Learning Systems, Sport Management, and the School of Teacher Education) and 3 centers (the Center for Education Research in Mathematics, Engineering, and Science, the Center for Postsecondary Success, and the Center for Sport, Health, & Equitable Development). The COE's Fall 2014 enrollment was 2,123 graduate (1,056) and undergraduate (1,067) students, and the diverse student population represents a multitude of ethnicities from over 45 countries.

For further information on Florida State University, please visit <http://www.fsu.edu/>.

## **DEPARTMENT/OFFICE MISSION AND GOALS**

### **Vision**

FSU Student Engagement aspires to be an exemplar nationally and internationally for its preeminent programming that engages, develops, and shifts our students and staff into diverse thinkers, responsible, conscious, and inclusive global citizens who positively impact the world.

### **Mission**

Student Engagement endeavors to educate, inspire, and affect change, consciousness, and confidence in the student body through innovative, interdisciplinary, and co-curricular engagement experiences, student leadership development, and community involvement.

Student Engagement supports students and student organizations to lead their own initiatives. By creating space and providing an array of services, we enhance students' connection to a community, and as a result, their affinity for the campus. Through collaboration, we promote student advocacy and organizational growth at Florida State University.

### **Tallahassee**

For information about Florida's capital city, please visit <http://www.visittallahassee.com/>

**An Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Employer.** FSU's Equal Opportunity Statement can be viewed at: [http://www.hr.fsu.edu/PDF/Publications/diversity/EEO\\_Statement.pdf](http://www.hr.fsu.edu/PDF/Publications/diversity/EEO_Statement.pdf)

# **GRADUATE ASSISTANT, Retention & Engagement**

## **OFFICE OF RETENTION**

**POSITION # 4500**

### **DIVISION OF UNDERGRADUATE STUDIES, OFFICE OF RETENTION**

The Office of Retention monitors undergraduates at Florida State University to ensure that they have ample opportunity to complete a degree. The office provides academic advising for individual students and coordination with the colleges and university programs to help ensure student success. Staff also identify and track specific students who may benefit from special help and coordinates university resources to assist them. The office also oversees the Freshmen Interest Groups (FIGs) and the Engage 100 initiative. A FIG is a pre-packaged cluster of high-demand freshman courses that are linked by a theme or academic program. The Engage 100 program is designed to connect, engage, and challenge students during their first semester at FSU, as well as pave the way to future success in college. These small, peer mentor-guided group experiences are centered on a particular topic that assists students in acclimating to university life. Starting in Fall 2021, the majority of first-year students will be required to enroll in an Engage 100 course of their choice as part of a three-year pilot program to assess effectiveness of first-year engagement programming.

Florida State University has a 94% FTIC retention rate, the highest four-year graduation rate in the state of Florida, and one of the highest six-year graduation rates in the country. This places FSU among the Top 15 public universities in the country in both categories.

### **THE POSITION**

The primary responsibility of this graduate assistantship is to work with leadership on planning and facilitation of retention-related initiatives. Responsibilities may include assisting with the planning and execution of staff selection and professional development for Freshman Interest Group (FIG) and Campus Connections & Success peer leaders, advising student ambassadors for out-of-state and off-campus freshman initiatives, and supporting the Engage 100 peer leader training course. The GA will also assist in course registration initiatives during Orientation and course registration periods to help students navigate barriers to enrollment. This assistantship offers experience in administration, advising, assessment, and teaching.

### **RESPONSIBILITIES**

- Contribute to planning and facilitation of student staff selection, training, recognition, and student staff development through supervision.
- Assist in the planning and executing Office of Retention events and initiatives.
- Serve as a TA for HUM4924, a peer mentor training course.
- Support course registration outreach initiatives to encourage continued student enrollment.
- Work with university staff to assess needs of first- and second-year students and collaborate on development of support and programming for these populations.
- Develop assessment, evaluation, and/or research projects to address Engage 100 program outcomes and effectiveness.
- Other duties as assigned.

## **QUALIFICATIONS**

- Admitted to an FSU Graduate Program (Preferably a master's or doctoral program within the College of Education)
- Experience working collaboratively with college students
- Experience with program or event planning/management
- Ability to work independently as well as part of a team
- Ability to communicate effectively, both verbally and in writing
- Ability to receive and follow instructions related to assigned programs and activities

For more information regarding this position, please contact Danielle Porter, Assistant Director for Retention, Division of Undergraduate Studies, at [danielle.lewis@fsu.edu](mailto:danielle.lewis@fsu.edu) or (850)645-9357.

## **FLORIDA STATE UNIVERSITY AND THE COLLEGE OF EDUCATION – AN OVERVIEW**

Florida State University is one of the nation's elite universities. FSU—with the Carnegie Foundation's highest designation, Doctoral/Research University-Extensive—offers a distinctive academic environment built on its cherished values and unique heritage. FSU offers leading graduate and professional programs. Ranking among the nation's top twenty-five public universities are programs in Atmospheric Sciences, Business, Chemistry, Creative Writing, Criminology, Ecology and Evolutionary Biology, *Higher Education*, Information, Law, Marketing, Meteorology, Physics, Political Science, Psychology, Public Administration and Policy, Social Work, Sociology, Spanish, Statistics, and Urban and Regional Planning. During FY 2014, the FSU Office of Research received over \$230 million and the College of Education generated over \$18 million in external grant awards. The College of Education houses 4 departments (Educational Leadership and Policy Studies, Educational Psychology and Learning Systems, Sport Management, and the School of Teacher Education) and 3 centers (the Center for Education Research in Mathematics, Engineering, and Science, the Center for Postsecondary Success, and the Center for Sport, Health, & Equitable Development). The COE's Fall 2014 enrollment was 2,123 graduate (1,056) and undergraduate (1,067) students, and the diverse student population represents a multitude of ethnicities from over 45 countries.

For further information on Florida State University, please visit <http://www.fsu.edu/>.

## **DIVISION OF UNDERGRADUATE STUDIES MISSION & VISION**

It is the mission of the [Division of Undergraduate Studies](#) to assure that each undergraduate student at the Florida State University receives a strong educational foundation on which to build a successful academic program of studies. With this as our mission, the Division: Supervises and monitors a number of state-wide and university-wide degree requirements; Serves as the Academic Dean for most freshmen and sophomore students (exception--BFA and Music students admitted directly into their degree-granting programs); Coordinates advising for lower-division students in all non-BFA/Music programs; Sponsors and directs programs designed to promote retention and academic excellence.

At Florida State University we want to give students the information, skills and habits of mind that will enable them to fulfill their promise as individuals and as members of the community. The Division of Undergraduate Studies works to help students develop sound academic preparation for their major field of study and to encourage all undergraduate students to achieve their full potential. <https://undergrad.fsu.edu/>

## **Tallahassee**

For information about Florida's capital city, please visit <http://www.visittallahassee.com/>

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DIVISION OF STUDENT AFFAIRS  
Department of Student Conduct  
& Community Standards

**GRADUATE ASSISTANT**  
**STUDENT CONDUCT & COMMUNITY STANDARDS**  
POSITION # 5001

**DEPARTMENT OF STUDENT CONDUCT AND COMMUNITY STANDARDS**

The Department of Student Conduct and Community Standards is a component of the Health, Wellness, and Safety portfolio of the Division of Student Affairs (<https://studentaffairs.fsu.edu/>). Our department is responsible for upholding community behavior standards and educating FSU students on how to responsibly engage with the FSU community. We believe Florida State students' recognition of the impact of their decisions empowers them to develop positive character for future endeavors.

**THE POSITION**

The primary responsibilities of this graduate assistantship involve reviewing reports for potential Student Conduct Code violations, conducting information sessions, and serving as a hearing administrator for conduct cases. Graduate assistants also support greater office functions, such as recruitment and selection of hearing panel members and to fully participate as a staff member in the development, preparation, and execution of all office initiatives. This assistantship has a high level of student involvement and offers the opportunity to work collaboratively with other departments across campus.

**RESPONSIBILITIES**

- Review reports for potential Student Conduct Code violations
- Facilitate procedures and intentional conversations with students including Information Sessions, Administrative Hearings, and Alternative Resolutions
- Cultivate student leadership and development through mentorship and supervision of students within Student Conduct Board and Administrative Panel Members
- Serve as a hearing administrator, hearing coordinator, and panel administrator
- Construct and facilitate student development workshops based on university values and ethics
- Develop and present trainings for hearing officers and board members
- Maintain strong relationships with university partners across campus

**QUALIFICATIONS**

- Admission to a Florida State University graduate program (Preferably Master's or Doctoral Program in Higher Education)
- Ability to empathize with others, especially students and student conduct stakeholders
- Demonstration of leadership, conflict management, and organizational skills
- Being objective while maintaining privacy
- Capacity to work independently as well as part of a team
- Ability to communicate effectively, both verbally and in writing
- Skills in the use of computers and appropriate software (e.g., Microsoft Word & PowerPoint)
- Available nights for Conduct Board advising and nominal weekend events

For more information regarding this position, please contact Jeff Bates, Assistant Director of Student Conduct and Community Standards, at [jeff.bates@fsu.edu](mailto:jeff.bates@fsu.edu) or 850.644.5136.

## **FLORIDA STATE UNIVERSITY AND THE COLLEGE OF EDUCATION – AN OVERVIEW**

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For further information on Florida State University, please visit <http://www.fsu.edu/>.

## **DEPARTMENT MISSION AND GOALS**

The mission of the Department of Student Conduct & Community Standard is to promote responsible decision-making that fosters student-centered learning and accountability in alignment with community values and expectations. Our goals are:

- **Community Wellbeing.** Empowering students to value and contribute to an environment which fosters a sense of wellness and belonging.
- **Student Learning.** Developing students' ability to critically evaluate choices and personal values; and apply their reflections to future decision-making.
- **Accountability.** Encouraging students to acknowledge their behaviors and recognize when they do not align with their values or with university expectations.

For more information about the department please visit: <https://sccs.fsu.edu/>

## **Tallahassee**

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POSITION #5002

### ABOUT NSFP

New Student & Family Programs (NSFP) facilitates a welcoming and inclusive transition to Florida State University for new students and their families. NSFP is responsible for New Nole Orientation, Chart Your Course, and additional transition programs and resources, including the Family Connection e-Newsletter, Ask a 'Nole, Notes to Your 'Nole, FSU Birthday, and FSU Chats. For more information, please visit: <http://nsfp.fsu.edu>.

### POSITION OVERVIEW

In collaboration with their supervisor, Graduate Assistants will work directly with New Nole Orientation, as well as specific responsibilities, which are outlined below:

<b>Garnet Graduate Assistant</b> (2-year commitment)	Orientation Leaders, Family Programs, Grids, Signature Programs
<b>Gold Graduate Assistant</b> (2-year commitment)	Peer Navigators, Office Assistants, Orientation Logistics, Grids, Express Orientation, Transition Programs

This year, we are searching for the **Garnet Graduate Assistant** position. There are additional opportunities to get experience outside the graduate assistant's direct responsibilities. NSFP supports involvement and participation with the Association for Orientation, Transition, and Retention in Higher Education (NODA).

### RESPONSIBILITIES/LEARNING OUTCOMES

- Implement orientation, transition, and retention events and initiatives in various formats.
- Demonstrate active listening and effective speaking skills.
- Exercise effective practices related to recruitment and hiring, including individual and group interviewing.
- Implement crisis response procedures and protocols, including medical, mental health, behavioral, weather, and facility related emergencies.
- Recognize identity groups of the institution and their transitional needs to inform programmatic initiatives.
- Develop a working knowledge of campus partnerships and dynamics.
- Employ strategies for effective group development, including conflict management, mediation, collaboration, and group facilitation.
- Utilize data to inform programmatic and supervisory decision making.
- Design programs that match New Student & Family Programs goals and support transition and success.

### QUALIFICATIONS

- Admitted in an FSU Graduate Program (preferably in a Master's in Higher Education).
- Experience with orientation, retention, or transition programs and program planning.
- Knowledge of the student affairs profession and a desire to learn.
- Student-centered, administratively sound, task and relationship oriented, and the ability to problem solve.
- Ability to work autonomously, as well as with a team in a fast-paced environment.
- Proficient with computers and technology, including social media.
- Have strong written and oral communication skills.
- Experience facilitating, which includes presenting on stage in front of large crowds.
- Strong understanding of customer service and the ability to interact with a diverse population.
- Appreciation for diversity and the ability to work with a variety of constituents.

## FLORIDA STATE UNIVERSITY

Florida State University, designated a preeminent research university in the state of Florida, is one of the most respected research and learning institutions in the country and was recently recognized as no. 19 among national public universities in the latest U.S. News & World Report rankings. We offer a student-centered education that inspires the academically motivated, intellectually curious, and socially conscious student.

Combining traditional strength in the arts and humanities with recognized leadership in the sciences, Florida State University provides unmatched opportunities for students and faculty through challenging academics, cultural discovery and community interaction. Underlying and supporting the educational experience at Florida State University is the development of new generations of citizen leaders, based on the concepts inscribed in our seal: Vires, Artes, Mores – Strength, Skill and Character.

With its impressive breadth of leading graduate, professional and undergraduate programs, Florida State University is a demanding, intellectually stimulating, yet warm and caring environment for students and faculty. Recognized nationally for its commitment to diversity, Florida State University was recognized as 'Diversity Champion' by INSIGHT into Diversity magazine as one of seven Diversity Champion colleges and universities in the nation.

For further information on Florida State University, please visit <http://fsu.edu/>.

## FSU'S DIVISION OF STUDENT AFFAIRS

Florida State University's Division of Student Affairs empowers and supports all students to achieve their full potential.

To support learning and fulfillment, we uphold our values of:

- **Community:** Our work exists through relationships of trust and mutual respect that create a sense of belonging. We cultivate community through a connected, collective network. We collaborate with the FSU community to shape a supportive and safe environment.
- **Development:** We prioritize the development of the whole person so that everyone realizes their full potential. We educate and provide experiences for lifelong learning through engagement with staff members, programs, services, and facilities.
- **Inclusivity:** Honoring the intersectionality of all people, we create inviting spaces to learn from each other and build more complex ways of being. We value and advocate for an equitable campus community.
- **Well-Being:** We create campus environments that promote wellness as a foundation of a productive and positive experience. We respect each other and hold one another accountable for practices that help our community thrive.

We believe in the power of the student experience to develop graduates who positively impact the world. For further information on the FSU Division of Student Affairs, please visit <https://studentaffairs.fsu.edu/>.

## TALLAHASSEE

Tallahassee, the capital of Florida, is home to Florida State University, Florida A&M University, Tallahassee Community College, and, of course, Florida's Legislature. Tallahassee is located in the center of the eight-county "Big Bend" area. Tallahassee was named the no. 9 "South's Best City" in 2020 by Southern Living Magazine. For information about Florida's capital city, please visit <http://www.visittallahassee.com/>.

## CONTACT NSFP

For more information regarding this position, please contact Jared Logan, Assistant Director of New Student & Family Programs, at [jdlogan@fsu.edu](mailto:jdlogan@fsu.edu) or (850) 644-2785.



**POSITION TITLE**  
**DEPARTMENT NAME**  
POSITION # 5004

**OVERVIEW OF THE DEPARTMENT/OFFICE**

The Florida State Alumni Association serves the 370,000 plus living alumni, providing connection, education, personal development, campus resources, award programs and a myriad of exciting events.

**INFO ON THE POSITION**

The Seminole Clubs team within the Alumni Association works year round with our 50 plus Clubs & Chapters nationwide to support hundreds of events, community service and scholarship giving initiatives. We are seeking an intern who is interested in developing a wide array of skills in the alumni relations field and can expect to work with all aspects of the organization. Experience and skills honed in this position will transfer to any future employment opportunities.

In this position, the Graduate Assistant is the Communication and Marketing liaison between these nationwide Seminole Clubs and the University. You will be responsible for graphic design, public relations, website maintenance, social media, eblast, content writing, and other duties as assigned. Along with that, you will need to interact with club leadership to ensure consistent branding and trademarks across the Seminole Clubs.

**RESPONSIBILITIES**

- Monitor all forms of media
- Assist and coordinate all aspects of local club events, particularly in the areas of promotion and follow up.
- Write social media posts and other materials.
- Work within existing programs to plan, facilitate and execute through completion.
- Identify new, creative opportunities and strategically plan.
- Compile contact lists, alumni data and records accurately.
- Provide a high level of alumni customer service with a positive approach and attitude.

## **QUALIFICATIONS**

- Knowledge of the Adobe Suite is required, especially Adobe Illustrator, Adobe Premier Pro, and Adobe InDesign.
- Experience with website coding and social media are preferred.
- Strong verbal and written communication skills. Ability to relate well to others, especially students and student groups
- Proficient with Microsoft Office Suite

For more information regarding this position, please contact Nadine Long at [nplong@fsu.edu](mailto:nplong@fsu.edu) or 850-644-2761.

## **Tallahassee**

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# GRADUATE ASSISTANT, OFFICE OF NATIONAL FELLOWSHIPS

## POSITION #9004

### **OFFICE OF NATIONAL FELLOWSHIPS**

The Office of National Fellowships seeks to serve the development of student excellence, both academic and intrapersonal. Our aim is to support the success and personal growth of individuals whose efforts and contributions benefit the entire university community.

Our office helps students identify and apply to experiences for study, public service, research, and other enriching opportunities domestic and international. Through one-on-one mentoring and direct assistance with over 60 nationally competitive fellowships, we help students identify and achieve their academic, creative, and leadership goals.

Since its inception in the spring of 2005, the Florida State University Office of National Fellowships has mentored and assisted some of our most talented students. Our students have won over 500 nationally competitive awards, including 3 prestigious Rhodes scholarships, 1 Gates Cambridge Scholarship, 1 Schwarzman Scholarship, 4 Truman scholarships, 10 Goldwater scholarships, 21 Hollings scholarships, 5 Pickering fellowships, 3 Payne fellowships, and over 100 Fulbright and Gilman scholarships each. Our students have traveled to over 60 countries, expanding FSU's influence around the globe.

For more information about the Office of National Fellowships, please visit: [onf.fsu.edu](http://onf.fsu.edu)

### **THE POSITION**

The primary responsibility of this graduate assistantship is serving as a fellowship advisor by providing information and support to a diverse, high-achieving student and alumni population. The graduate assistant will participate in the promotion of fellowships through presentations, tabling, email, and social media. They will help interested students identify opportunities that align with their interests, and collaborate with the student to produce a competitive application. The application process creates space for learning and personal development with the assistance of fellowship advisors utilizing the appreciative advising method.

### **RESPONSIBILITIES**

- Engage in one-on-one advising sessions, building long-term relationships with students and alumni
- Edit essays for grammar and content, aiding students in identifying and clearly articulating personal and professional goals and missions
- Help to coordinate, design, and implement innovative programs for students and use Qualtrics, and other forms of survey, to continually evaluate and improve these programs
- Manage social media and create marketing materials to generate student interest
- Support diverse student populations through partnerships with the Center for Undergraduate Research and Academic Engagement, the Center for Academic Retention and Enhancement, and other Student and Academic Affairs entities
- Occasionally work nights and weekends for brief presentations or events (very rare)

## **QUALIFICATIONS**

- Admitted in an FSU Graduate Program (Preferably Master's in Higher Education Administration)
- Willingness to collaborate with others, especially students through fellowship applications
- Ability to work independently, as well as part of a team, regardless of workload
- Effective communication, both verbal and written
- Skilled in the use of computers and appropriate software i.e. Excel, PowerPoint, Canva

For more information regarding this position, please contact Jesse Wieland, Associate Director, Office of National Fellowships at [awieland@fsu.edu](mailto:awieland@fsu.edu).

## **FLORIDA STATE UNIVERSITY – AN OVERVIEW**

Florida State University, designated a preeminent research university in the state of Florida, is one of the most respected research and learning institutions in the country. We offer a student-centered education that inspires the academically motivated, intellectually curious, and socially conscious student.

Combining traditional strength in the arts and humanities with recognized leadership in the sciences, Florida State University provides unmatched opportunities for students and faculty through challenging academics, cultural discovery and community interaction. Underlying and supporting the educational experience at Florida State University is the development of new generations of citizen leaders, based on the concepts inscribed in our seal: Vires, Artes, Mores — Strength, Skill and Character.

With its impressive breadth of leading graduate, professional and undergraduate programs, Florida State University is a demanding, intellectually stimulating, yet warm and caring environment for students and faculty. Recognized nationally for its commitment to diversity, Florida State University was recognized as 'Diversity Champion' by INSIGHT into Diversity magazine as one of seven Diversity Champion colleges and universities in the nation.

For further information on Florida State University, please visit <http://www.fsu.edu/>.

## **DIVISION OF UNDERGRADUATE STUDIES MISSION**

It is the mission of the Division of Undergraduate Studies to assure that each undergraduate student at the Florida State University receives a strong educational foundation on which to build a successful academic program of studies. With this as our mission, the Division:

- Supervises and monitors a number of state-wide and university-wide degree requirements.
- Serves as the Academic Dean for most freshmen and sophomore students (exception--BFA and Music students admitted directly into their degree-granting programs).
- Coordinates advising for lower-division students in all non-BFA/Music programs.
- Sponsors and directs programs designed to promote retention and academic excellence.

## **Tallahassee**

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FLORIDA STATE UNIVERSITY  
DIVISION OF STUDENT AFFAIRS

**EVENTS & PROGRAMS GRADUATE ASSISTANT,  
OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS  
POSITION #9204**

**THE OFFICE OF THE VICE PRESIDENT**

The Office of the Vice President for Student Affairs is the main administrative arm of the Division of Student Affairs and provides training, resources and support for the 11 departments within the division. We maintain, expand, and protect the University's focus on students by utilizing best practices to create evidenced based programs and services. We collaborate with and support the efforts of the other departments within the Division of Student Affairs. We value a University community where the tenants of the Seminole Creed are essential to the development of strength (Vires), skill (Artes) and character (Mores). We are committed to providing a caring environment, which promotes sustained achievement, and fosters learning and the holistic development of students, faculty and staff.

For more information about the Office of the Vice President for Student Affairs please visit: <https://studentaffairs.fsu.edu>.

**THE POSITION**

The primary responsibility of this graduate assistantship is to assist the Office of the Vice President for Student Affairs in the planning, managing, and promoting of Division events, programs, and initiatives. This Graduate Assistant will also plan and host events and programs, will oversee the successful management of the Torchbearer 100 Organization, and help organize the NASPA-Noles Undergraduate Fellowship Program. They will work directly with the Events & Programs team and other OVPSA members to provide quality programs and services to the staff within the Division of Student Affairs and the students and alumni of Florida State University.

**RESPONSIBILITIES & EXPECTATIONS**

- Manage the event planning and logistics of the annual Torchbearer 100 Induction Ceremony, Board Meetings, and events throughout the year to engage students, staff and alumni.
- Assist the Events & Programs team in the planning and execution of New Employee Orientation, Noles Professional Institute, Mid-Manager's Institute, Half-Day Conference, FSU Ring Ceremony, DSA Awards, and division-wide professional development trainings, and miscellaneous events throughout the year.
- Coordinate the selection and stewardship of the Torchbearer 100, as well as the selection, education, and mentoring of students in the NASPA-Noles Undergraduate Fellowship Program (N2UFP).
- Develop marketing materials and publications for Torchbearer 100, N2UFP, and other division-wide programs.

**QUALIFICATIONS & SKILLS**

- Admitted in an FSU Graduate Program (Preferably Master's in Higher Education Administration).
- Ability to relate well to others and to present a polished and professional self in large group settings.
- Proficiency in providing information concisely and effectively both written and verbally. A candidate should be able to communicate their ideas successfully and accurately.
- Capability to multi-task and a commitment to following through on assignments in a timely thorough manor.
- Comfort working independently and enthusiasm to take initiative on projects and tasks. A willingness to ask for assistance and input from others.
- An ideal candidate is well-organized, detail-oriented and finds energy in organizing information and individuals.

For more information regarding this position, please contact Kellie Greene Bailey, Director of Programs and Special Events, Office of the Vice President for Student Affairs at [k.greene@fsu.edu](mailto:k.greene@fsu.edu) or 850.644.1331.

### **FLORIDA STATE UNIVERSITY – AN OVERVIEW**

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With its impressive breadth of leading graduate, professional and undergraduate programs, Florida State University is a demanding, intellectually stimulating, yet warm and caring environment for students and faculty. Recognized nationally for its commitment to diversity, Florida State University is a national leader in the number of doctorates awarded to African-American students and in the graduation rate of African-American undergraduates. Its College of Medicine and College of Law are ranked in the nation's Top 10 for Hispanic students.

For further information on Florida State University, please visit <http://www.fsu.edu/>.

### **DIVISION OF STUDENT AFFAIRS**

Mission: The Florida State University Division of Student Affairs empowers and supports all students to achieve their full potential.

Vision: We believe in the power of the student experience to develop graduates who positively impact the world.

Values: To support learning and success, we uphold our values of:

Community: Our work exists through relationships of trust and mutual respect that create a sense of belonging. We cultivate community through a connected, collective network. We collaborate with the FSU community to shape a supportive and safe environment.

Development: We prioritize the development of the whole person so that everyone realizes their full potential. We educate and provide experiences for lifelong learning through engagement with staff members, programs, services, and facilities.

Inclusivity: Honoring the intersectionality of all people, we create inviting spaces to learn from each other and build more complex ways of being. We value and advocate for an equitable campus community.

Well-Being: We create campus environments that promote wellness as a foundation of a productive and positive experience. We respect each other and hold one another accountable for practices that help our community thrive.

For further information on the FSU Division of Student Affairs, please visit <https://studentaffairs.fsu.edu/>.

### **TALLAHASSEE**

For information about Florida's capital city, please visit <http://www.visittallahassee.com/>

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# GRADUATE ASSISTANT SUSTAINABLE CAMPUS POSITION #9301

## **OVERVIEW OF THE DEPARTMENT/OFFICE**

The FSU Sustainable Campus program seeks to have our campus serve as a living model of sustainability, providing learning experiences that students, faculty and staff may develop, apply and practice at FSU and in their extended communities. It is our mission to promote a culture of sustainable living in an open forum and to promote the practice of resource conservation at FSU and within the campus community that by so doing promotes the university's positive impact upon the local and global environment.

For more information, please visit: [www.sustainablecampus.fsu.edu](http://www.sustainablecampus.fsu.edu)

## **THE POSITION**

The primary responsibilities of this graduate assistantship involve supervising the Sustainable Campus Program Coordinators with a focus on areas of student development, campus engagement, community-based projects, and student program support. The supervision of Program Coordinators will be divided between this position and the Outreach & Engagement Coordinator at the start of this experience. This position is an Advisor to our Eco-Reps program, coordinating student engagement opportunities, as well as coordinating special projects for the Sustainable Campus office to support advancement of sustainability goals on campus and in the community. This assistantship offers experience in student supervision, advising, assessment, project development, and program planning.

## **RESPONSIBILITIES**

- Extensive supervisory experience with undergraduate student program coordinators
- Advise the Eco-Reps program, developing creative and engaging support programming, Eco-Reps are student ambassadors who engage students through positive role modeling and sustainability education.
- Assist in coordinating Sustainable Campus programs including tabling opportunities, Earth Month, Chuck it for Charity, and other campus-wide events.
- Develop & maintain relationships between Sustainable Campus program and campus departments to collaboratively develop student-focused programming.

## **QUALIFICATIONS**

- Admitted in an FSU Graduate Program
- Basic understanding and experience in campus sustainability issues and programming
- Ability to relate well to others, especially students and student groups
- Experience in program planning and evaluation
- Ability to work independently as well as part of a team
- Ability to communicate effectively, both verbally and in writing
- Ability to receive and follow instructions related to assigned programs and activities
- Skilled in the use of computers and appropriate software i.e., Excel, PowerPoint
- Available nights and weekends

For more information regarding this position, please contact Gene Cilluffo, Outreach & Engagement Coordinator of Sustainable Campus: [gcilluffo2@fsu.edu](mailto:gcilluffo2@fsu.edu) or 850-644-1950.

## **FLORIDA STATE UNIVERSITY AND THE COLLEGE OF EDUCATION – AN OVERVIEW**

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For further information on Florida State University, please visit <http://www.fsu.edu/>.

## **FACILITIES DEPARTMENT MISSION**

**\*\* Please note, this position is housed within the Facilities Department at Florida State University.** The Graduate Assistant will experience the behind-the-scenes support of campus operations and its crossroads with outreach, education, and student development.

The mission of the Facilities Department is to envision, create, maintain, and manage an optimum physical environment at Florida State University. We will do this by being considerate of and concerned for our customers' needs, responsive to their requests, and good stewards of the resources that are entrusted to us. With an emphasis on quality service and sustainability, we plan, design, construct, renovate, clean and maintain university facilities and grounds. Our staff is responsible for the day-to-day operations of buildings, grounds and utilities systems. While providing 24-hour service to our students, faculty, staff and visitors, we strive to meet current and evolving needs of the university and ensure a safe, healthy and attractive environment.

## **Tallahassee**

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# FLORIDA STATE UNIVERSITY

## CENTER FOR ACADEMIC RETENTION AND ENHANCEMENT

### **GRADUATE ASSISTANT FOR TRANSITION PROGRAMS**

### **CENTER FOR ACADEMIC RETENTION AND ENHANCEMENT**

### **POSITION #9402**

#### **OVERVIEW OF THE DEPARTMENT/OFFICE**

Florida State University's Center for Academic Retention and Enhancement (CARE) provides preparation, orientation, and academic support programming for students who are among the first in their family to attend college and may face unique challenges in college because of educational or economic circumstances.

#### **INFO ON THE POSITION**

The Graduate Assistant for Transition Programs will assist the CARE staff in planning, developing, and implementing programs to recruit, engage and retain students at Florida State University. This includes organizing student workshops, supporting implementation of the department-wide events, and assist students in meeting their respective CARE requirements.

#### **RESPONSIBILITIES**

- Assist in the planning and implementation of the first- and second-year student engagement opportunities.
- Assist in the management of CARE cohort Canvas course sections
- Plan and coordinate the facilitation of monthly engagement workshops for CARE students
- Support marketing and outreach efforts for department programs and events
- Mentor, advise, and support 1,500+ students within CARE
- Other duties as assigned

#### **QUALIFICATIONS**

- Admitted in an FSU graduate program in Higher Education and Student Affairs
- Strong interpersonal, communication and organizational skills
- Ability to develop and facilitate workshops and training sessions
- Experience mentoring, advising, and supervising students and/or student groups in a college/university setting
- Highly organized and detailed oriented with the ability to manage multiple projects
- Knowledge of effective principles and practices of student program planning, development, and evaluation.

For more information regarding this position, please contact Arnez Wallace, [mawallace@fsu.edu](mailto:mawallace@fsu.edu).

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The College of Education houses 4 departments (Educational Leadership and Policy Studies, Educational Psychology and Learning Systems, Sport Management, and the School of Teacher Education) and 3 centers (the Center for Education Research in Mathematics, Engineering, and Science, the Center for Postsecondary Success, and the Center for Sport, Health, & Equitable Development). The COE's Fall 2014 enrollment was 2,123 graduate (1,056) and undergraduate (1,067) students, and the diverse student population represents a multitude of ethnicities from over 45 countries.

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#### **DEPARTMENT/OFFICE MISSION AND GOALS (Ex. Below)**

The Center for Academic Retention and Enhancement was created at the Florida State University in 1968 as Horizons Unlimited. In 1978, the Summer Enrichment Program was established to provide a transition support program for minority students enrolling at FSU.

In January 2000, FSU combined Horizons Unlimited, Multicultural Student Support Services, Minority Academic Programs, College Achievement, Multicultural Student Affairs, and the Summer Enrichment Program into one entity, thus establishing the Center for Academic Retention and Enhancement (CARE).

The mission of the Center for Academic Retention and Enhancement is to contribute to the successful retention and graduation of undergraduate students who have been disadvantaged by virtue of economic or educational circumstances.

CARE's vision is to motivate and prepare targeted middle/high school students to pursue higher education. Recruit, prepare, and support targeted first generation college students for successful adaptation and academic success at the undergraduate level.

For more information about CARE, please visit our website at <http://care.fsu.edu/>.

#### **Tallahassee**

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## More in Four Graduate Assistant, Graduation planning and Strategies Office

POSITION #9700

### **OVERVIEW OF THE DEPARTMENT/OFFICE**

The Graduation Planning and Strategies (GPS) Office provides programming and academic support activities for undergraduate studies with high credit hours and other general advising needs to promote long-term planning and support student-driven goals for graduation and beyond. As an extension of the Office of the Provost, we collaborate with academic affairs and student support offices to assist students in maximizing their available options for degree completion, developing timely graduation plans, and exploring continuing educational opportunities. GPS currently supports 1 director, 4 graduation specialists, and 1 graduate assistant.

For more information about the GPS Office please visit: <https://gps.fsu.edu>

### **INFO ON THE POSITION**

The primary responsibility of this graduate assistantship is to assist the Program Manager in the planning, managing, and promotion of the More in Four program. More in Four supports students who are interested in completing their bachelor's degree in three years or less and continuing on to one of the university's 120+ master's or graduate certificate programs. Throughout the duration of a student's undergraduate experience, More in Four provides programming and individual support to better prepare students to maximize their undergraduate experience, identify graduate programs of interest, and complete the application process.

This position may change and evolve based on the needs of the office.

### **RESPONSIBILITIES**

- Monitor undergraduate degree progress of program participants
- Meet with program participants individually to discuss undergraduate progress and graduate program interests
- Coordinate and facilitate More and Four workshops
- Assist Program Manager in maintaining social media presence and online repository for program participants

### **QUALIFICATIONS**

- Admitted in a FSU Graduate Program (Preferably Master's in Higher Education Administration).
- Ability to extract academic information from various sources and maintain confidentiality.
- Ability to interpret and explain policies to students, families, faculty and staff.
- Ability to relate well to others and to present a polished and professional self in large group settings.
- Capability to multi-task and a commitment to following through on assignments in a timely thorough manner.
- Comfort working independently and enthusiasm to take initiative on projects and tasks. A

willingness to ask for assistance and input from others.

- Proficiency in providing information concisely and effectively both written and verbally. A candidate should be able to communicate their ideas successfully and accurately.

For more information regarding this position, please contact Jill Flees, Director, Graduation Planning & Strategies Office at [jill.flees@fsu.edu](mailto:jill.flees@fsu.edu) or 850.644.2138.

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### **DEPARTMENT/OFFICE MISSION AND GOALS**

The Graduation Planning & Strategies Office (GPS) provides programming and academic support activities for undergraduate students with high credit hours through policy review, program development, and individual intervention.

GPS staff will help students:

- Maximize their available options for degree completion
- Develop timeline graduation plans
- Explore continuing education opportunities

While any undergraduate student can work with GPS, populations most supported include:

- Students who earn an Associate of Arts degree while in high school
- Students who enter the university with a high number of credit hours, both through accelerated credit and transfer credit
- Students who have discontinued enrollment prior to completing their bachelor's degree

### **Tallahassee**

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## GRADUATE RESEARCH ASSISTANT OFFICE OF INSTITUTIONAL RESEARCH POSITION #\_6005\_

### **OVERVIEW OF THE OFFICE OF INSTITUTIONAL RESEARCH**

Institutional Research collects, analyzes, and disseminates essential information about the University's environment and performance. This information supports university planning and decision-making, as well as meets a variety of state and federal government mandated reporting. For more information about the Office of Institutional Research, please visit: <http://ir.fsu.edu>

### **INFO ON THE POSITION**

The Office of Institutional Research is looking for a 20-hour per week graduate research assistant to work with its Student Success Analytics team. The Student Success Analytics team works with partners across FSU to investigate the relationship between university programs and key milestones including access to higher education, course completion, admission to desired major, retention, graduation, and post-graduation outcomes. Although housed within the Student Success Analytics team, the graduate research assistant will also have an opportunity to work with other areas of the Office of Institutional Research, such as the Publications team and Faculty data team. The graduate research assistant will develop skills in quantitative research, data visualization, and technical writing, to name a few. There will be opportunities to earn authorship on institutional reports, conference papers, and journal articles.

### **RESPONSIBILITIES**

- Work with analysts to gather, format, and analyze data for research projects and reports
- Create and/or update reports based on statistical analyses
- Assist with the creation, maintenance, and update of data visualizations through Power BI
- Collaborate with IR staff on manuscripts, reports, policy briefs, and other publications
- Present findings to institutional partners, conferences, and other settings
- Other departmental projects as needed

### **QUALIFICATIONS**

- Admitted in an FSU graduate program (preferably Ph.D. or Ed.D. in Higher Education program)
- Detail-oriented and have strong organizational and analytical skills
- Data visualization experience in Power BI or Tableau is desired; if no experience, a strong desire to learn is required
- Statistical or other programming skills in STATA, SPSS, or preferred statistical analysis package desired; if no experience, a strong desire to learn is required
- Interest in improving student success, practice, and policy through research
- Ability to communicate effectively, both verbally and in writing

For more information regarding this position, please contact Dr. Samantha Nix at [snix@fsu.edu](mailto:snix@fsu.edu).

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## **OFFICE OF INSTITUTIONAL RESEARCH MISSION**

The mission of the FSU Office of Institutional Research is to manage compliance data requests for the State of Florida, the federal government and from other entities, complete internal and external requests for information, provide strategic analyses of data, promote data empowerment through end-user training and publication of data, and to enhance strategic planning and decision making through data and contextual research.

## **Tallahassee**

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# THE FLORIDA STATE UNIVERSITY

## COLLEGE OF EDUCATION

*Department of Educational Leadership & Policy Studies*

### **GRADUATE RESEARCH ASSISTANT**

### **EDUCATIONAL LEADERSHIP & POLICY STUDIES**

POSITION #\_6012\_

#### **OVERVIEW OF THE DEPARTMENT/OFFICE**

The Florida State University Department of Educational Leadership and Policy Studies is focused on educational improvement at all levels. The department offers educational programs on interdisciplinary perspectives that shape theory and inform practice at the local, state, national and global levels. Through collaboration, innovative approaches, and a commitment to partnerships, we engage in research that shapes both policy and practice. We prepare scholars and leaders committed to using critical inquiry and research evidence to create learning environments focused on excellence and social change.

#### **INFO ON THE POSITION**

Dr. Walter Ecton is looking for a 9-month, 20-hour per week graduate research assistant to work with his research projects. Dr. Ecton's research uses quantitative methods and primarily focus on Career and Technical Education (CTE) at both the high school and college levels. Current projects include an examination of gender pay gaps for CTE students, an examination of equitable access to high-quality CTE for rural students, an evaluation of Florida's articulation agreements that grant college credit for prior work experience, and an investigation of how to train, hire, and retain high school CTE teachers.

Dr. Ecton is also currently working on projects that use nationally-representative data to examine the high school and college experiences of LGBTQ+ students, which could also be a focus of the position if that were of interest to the graduate research assistant.

The graduate research assistant will work directly under Dr. Ecton to provide research support on these projects and other related projects that may develop. This assistantship offers experience in policy analyses using quantitative data, coding through programs like Stata, literature review, and academic writing, to name a few skills that will be developed. Graduate research assistants have the opportunity to earn authorship on conference papers and journal articles.

#### **RESPONSIBILITIES**

- Performing literature reviews
- Managing and preparing large-scale databases for analysis
- Conducting statistical analyses
- Supporting research management and administrative tasks
- Collaborating with Dr. Ecton on manuscripts, reports, policy briefs, and presentations

## **QUALIFICATIONS**

- Admitted in an FSU graduate program (PhD program preferred)
- Interest in improving student success, practice, and policy through research
- Interest in Career and Technical Education and/or LGBTQ+ students
- Ability to work independently as well as part of a team
- Ability to communicate effectively, both verbally and in writing
- Skilled in the use of computers and appropriate software i.e. Word, Excel, PowerPoint
- Has taken courses in statistics and/or quantitative analysis or a comfort level with statistical concepts (Preferred, not required)
- Has some experience with coding such as Stata (Preferred, not required)

For more information regarding this position, please contact Dr. Walt Ecton at [wecton@fsu.edu](mailto:wecton@fsu.edu) .

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# Center for Postsecondary Success

## RESEARCH ASSISTANT CENTER FOR POSTSECONDARY SUCCESS POSITION #6014

### **OVERVIEW OF THE DEPARTMENT/OFFICE (Ex. Below)**

The Center for Postsecondary Success (CPS) is a research center dedicated to identifying and evaluating institutional, state, and federal policies and programs that may serve to improve student success. For more information about the Center for Postsecondary Success please visit: <http://centerforpostsecondarysuccess.org/>

### **INFO ON THE POSITION (Ex Below)**

CPS is looking for a 9-month, 20-hour per week graduate research assistant to work with its research team with possible summer funding. The graduate assistant will specifically support a grant from the Institute of Education Sciences examining the impacts and implementation of corequisite developmental education reform in Texas. The graduate research assistant will work directly under Dr. Toby Park-Gaghan and Dr. Christine Mokher to provide research support on this project. This assistantship offers experience in qualitative data collection and analysis, literature review, and academic writing. Graduate research assistants have the opportunity to earn authorship on conference papers and journal articles.

### **RESPONSIBILITIES**

- Performing literature reviews
- Conducting virtual site visits
- Conducting qualitative analyses of site visit data
- Collaborating with faculty on manuscripts, reports, policy briefs and other publications
- Presenting findings in conferences and other settings

### **QUALIFICATIONS**

- Admitted in an FSU doctoral program (preferably Ph.D. in Higher Education)
- Interest in improving student success, practice, and policy through research
- Ability to work independently as well as part of a team
- Ability to communicate effectively, both verbally and in writing
- Skilled in the use of computers and appropriate software i.e. Word, Excel, PowerPoint
- Ability to relate well to others, especially students and student groups

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### **DEPARTMENT/OFFICE MISSION AND GOALS (Ex. Below)**

The Center for Postsecondary Success (CPS) provides support for, and fosters collaboration among, those who are interested in conducting research on student success in postsecondary education. In addition, the CPS identifies and evaluates institutional, state, and federal policies and programs that may serve to improve student success. The overall goal of the CPS is to foster a culture and create a structure where researchers, policy makers, and practitioners can come together to find solutions to address issues facing postsecondary success through rigorous and timely research and evidence-based policy and practice. Toward this end, the CPS

1. Produces top quality and policy-relevant research;
2. Tracks changing policy initiatives at the local, state, and federal level regarding postsecondary success;
3. Contributes to educational policies, innovations, and initiatives conducive to postsecondary success;
4. Establishes collaborative research teams, both at FSU and in the larger research community; and
5. Prepares the next generation of researchers and scholars.

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