Graduate Assistantships – Division of Student Life

Jacksonville University is a premier, small, private university with an enrollment of 3,500 students on a 260-acre riverfront campus in Jacksonville, Florida. Just minutes from the Atlantic Ocean, Jacksonville University is a residential university with an academic focus on the traditional liberal arts, as well as select professional programs. Our diverse student body comes from Florida’s First Coast, 45 states and 50 countries. The University’s educational process respects individuality and puts emphasis on leadership development; it is demanding and accountable in that it sets expectations for its graduates, which transcend skill training, delivery of information and exposure to knowledge. The Jacksonville University vision sees its graduates as leaders with global sensitivity and ethical purpose.

Jacksonville University invites applications for Graduate Assistant positions in the Division of Student Life. We are seeking dynamic graduate students, committed to our shared mission of building a student-centered learning community. The Division of Student Life is responsible for programs, services, and initiatives that support the academic mission of the University, promote retention and student satisfaction, and provide students with opportunities for life experiences and personal development.

Graduate assistants will work 20-hour weekly on-campus in the Division of Student Life at Jacksonville University, while being simultaneously enrolled in the Master of Education in Higher Education Administration at the University of North Florida’s College of Education and Human Services. This is an exciting new Master’s program, designed to develop higher education leaders and professionals seeking career advancement and enhancement in college, university, and other adult education fields. Inquiries about the Master’s program should be directed to Dr. Luke Cornelius at l.m.cornelius@unf.edu or (904) 620-5748.

Student Involvement Graduate Assistant
Greek Life

Student Involvement is a unit within the Division of Student Life. The department is responsible for co-curricular programs and services that augment the educational experience for students. The department is responsible for the advisement and support of Greek Life, program management of Student Activities, support and advocacy for Student Organizations, and advisement of Student Government.

The Graduate Assistant in Greek Life is a paraprofessional staff member and will work directly with advising the Interfraternity Council and Panhellenic Council. The Graduate Assistant will assist in the successful management of chapter recruitment or intake periods. Additionally, the Graduate Assistant will plan, promote, and execute the Greek Awards event in the Fall and Greek Celebration events in the Spring. The Graduate Assistant will serve in the capacity to support the mission, vision and goals of Student Involvement, Division of Student Life and Jacksonville University.

Position Responsibilities

- Co-Advise Interfraternity Council
  - Facilitate and manage the selection process for leadership
  - Hold regular 1-1 with student leaders, facilitate meetings
  - Design and deploy regular training for student leaders
  - Serve as professional staff in charge during scheduled activities
- Collaborate with Assistant Director to design and create annual reports
- Co-Advise Panhellenic Council
  - Facilitate and manage the selection process for leadership
  - Hold regular 1-1 with student leaders, facilitate meetings
  - Design and deploy regular training for student leaders
  - Serve as professional staff in charge during scheduled activities
  - Collaborate with Assistant Director to design and create annual reports
- Coordinate the Greek Awards and Greek Celebration events
  - Facilitate planning with Greek student leadership
  - Recruit and designate volunteers
  - Collaborate with Dining Services to plan the menu
  - Record and document all planning and attendance records
- Assistant with regular and ongoing training for registered student organizations
- Assist the Assistant Director with the recruitment and intake processes
- Participate in ongoing evaluation to assess your growth and development.
- Participate in event staffing throughout the year.
- Perform other duties as assigned.

**Required Qualifications:**
- Admission to – as well as continuous enrollment and satisfactory academic progress in – the University of North Florida’s Master of Education in Higher Education Administration program;
- Bachelor’s degree from a regionally accredited college or university;
- Demonstrated leadership in the college and university setting;
- High level of comfort with frequent student contact, with residing on campus, and being accessible outside of traditional office hours;
- Ability to advise diverse student groups;
- Demonstrated ability to successfully balance, prioritize, and manage multiple tasks in an active, fast-paced environment, while providing superior constituent service;
- Demonstrated ability to work in a team-oriented, student-centered environment; and
- Excellent oral, written, computer, problem-solving, critical thinking, and fiscal management skills.

**Compensation:**
- Stipend of $10,000 over a 10 month period, August 1 – May 31.
- A partial meal plan is provided, subject to the schedule of on-campus dining facilities.
- Graduate assistants are required to reside on campus, in either a shared university apartment or residence hall apartment furnished by the university, with utilities and parking provided.

**Application:**
Qualified applicants should electronically submit a letter of application, professional resume, and contact information for at least three professional references to:
Division of Student Life
Jacksonville University
Electronic Mail: studentlife@ju.edu

Applicants should include “SL Graduate Assistants” in the subject line of their electronic mail message. To ensure full consideration, application materials should be submitted prior to (date). Review of candidate credentials will commence immediately, and will continue until the positions are filled.

*Jacksonville University actively seeks application from individuals with diverse backgrounds and experiences. We believe that diversity enriches the workplace and the academic experience. EOE.*