**College Student Affairs**

**Graduate Assistantship Position Application**

**2018-2019/2020**

This form is an application to request partnership with the College Student Affairs M.Ed program. The CSA program must provide renewed scrutiny to the offices we partner with for two primary reasons: a) ensuring fieldwork experiences provide a quality and meaningful learning experience in a student affairs related area; b) accountability to the College of Education which supplies tuition waivers. As such, this document asks for applicants to describe how well the position aligns with promoting student affairs professional outcomes and learning, and contribution to the institution. If the GA position does not sufficiently meet program faculty’s evaluation of these objectives, the CSA program may refuse partnership with the sponsoring office/unit.

Please return this form with a signed Memo of Understanding (separate document) via email to denton2@usf.edu.

**I. GENERAL INFORMATION**

Name of Department: Student Life & Engagement (SLE)

Name of GA Supervisor: Jerrica Stovall until LSO Coordinator position is filled

Supervisor Direct Line: 7578734118

Supervisor email: jlstovall@mail.usf.edu

Name of Authorizing Unit Head: Dwayne Isaacs (Director of Student Life)

Number of GA positions you will have in Fall 2018:

New (hiring) \_1\_\_\_ Title of Assistantship(s): Leadership, Education, Achievement, Development (L.E.A.D) Scholars Program

\*Please attach a job description for each position (if different positions)

Returning (not hiring) \_\_1\_\_\_\_ Title of Assistantship(s): Leadership & Student Orgs

\*Please attach most current job descriptions (if different positions)

Total Number of GAs in Unit: \_\_2\_\_

**II. GA DUTIES AND RESPONSIBILITIES & LEARNING OUTCOMES**

*Please make sure to review the learning outcomes guide on the next page. If multiple positions, please complete sections II-V for each position.*

***L.E.A.D. Scholars***

1. Major duties/responsibilities of the GA position (please list in bullet format):

* Coordinate the L.E.A.D. Scholars program by tracking progression throughout the program, facilitating activities for the scholars, and assessing satisfaction with the program
* Managing L.E.A.D. Scholars Budget
* Collaborate with various
* Planning and executing monthly scholars meeting and scheduling individual meetings with each scholar per semester
* Assist with large office programs such as Dance Marathon, TedX, Leadership Luncheons, Un-bull-ievable Spring Breaks, etc.

2. Learning Outcomes of the GA position (please list in bullet format):

* Develop an understanding of the Leadership, Education, Achievement, and Development (LEAD) Scholars Program and similar programs at other institutions
* Learn program management and program planning skills
* GA will learn how to create large leadership, education and social programs for students.
* GA will gain experience developing, and assessing programs that focus on student needs.
* GA will obtain experience collaborating with other departments and offices on campus.
* Builds and sustains productive relationships among LEAD Scholars through open and honest relationships.
* Develop advising, facilitation, training, and program planning skills

**III. CONTRIBUTION TO STUDENT’S LEARNING**

Briefly describe the ways in which this position will promote professional development in the field of student affairs for the student holding the position.

This position will promote professional development in the field of student affairs by allowing the Graduate Assistant (GA) hands on training and complete oversight of a new initiative. Their ideas and thoughts will be highly regarded as again, this is a new program. This GA will also have access to various campus partners allowing them to network as well as the opportunity to participate in several special projects. There will be great access to resources within not only the office and department, but across the university as w whole.

**IV. CONTRIBUTION TO USF**

**Briefly describe the ways the work of this GA position contributes to the goals and mission of USF.**

The Mission of USFSP is to inspire scholars to lead lives of impact. The work of this graduate assistantship contributes to that mission by developing leadership knowledge in all participants of this newly designed program. Having next fall be the inaugural year of the L.E.A.D. Scholars program, this dual academic and co-curricular certification will work with various campus partners to create a holistic leadership development program.

**V. STUDENT CONTACT**

**Please describe in a few sentences the degree to which this position has contact with students. If your position does not involve interaction with students for the GA on a regular or substantial basis, indicate that briefly below. Your position does not have to have student interaction, but we want to be clear with prospective students about this information as it often informs their decisions. Please describe as best as possible the nature of that contact (e.g., group or individual advising, supervision), the frequency of that contact (e.g., daily, on weekends, monthly, never), the number of students and any notable or distinguishing characteristics of the students.**

The main focus of this graduate assistantship position will be direct student contact. The GA will engage in group and individual advising with the L.E.A.D. Scholars on an event by event, monthly, and semesterly basis. Some events such as the Disney Trip will take place on the weekends while most will be in the evenings. There will be approximately 25 students in the program for the first year and these students will be part of a Leadership Living Learning Community. The role of the GA within the Office of Leadership & Student Orgs will be to coordinate the progression of students through the program and facilitate the co-curricular portion.