**Position:**

Global Citizen Award Graduate Assistant

**Duties:**  
The Global Citizen Award is one of three strategies implemented by the University of South Florida’s (USF) Global Citizens Project (GCP). The GCP is a comprehensive five-year plan to globalize the USF undergraduate experience, and to provide students with opportunities to learn and practice essential global competencies defined by the USF community. Implemented in Summer 2015 as part of the university’s Quality Enhancement Plan, three programmatic goals targeting student curriculum and co-curriculum define the Global Citizens Project – Global FKL (general education), Global Pathways (the majors), and the Global Citizen Award. The Global Citizen Award program is designed to encourage and reward undergraduate students who engage in a wide array of curricular and co-curricular experiences that reinforce global competencies.

This graduate assistantship will report to the Student Programs Coordinator of the Global Citizens Project and work directly with the Global Citizen Award program to support students pursuing or interested in the award.

The GA will support the Global Citizens Project by:

* Monitoring and assessing Global Citizen Award participant progress
* Developing and facilitating workshops for students pursuing or interested in the Global Citizen Award
* Training and advising Global Citizens Project student leaders
* Advising students pursuing the Global Citizen Award
* Assisting with the GCP Study Abroad Scholarship selection process
* Liaising with campus partners (student organizations, faculty, and student affairs/student success staff) in the development and identification of globally engaged programming
* Developing and implementing new global learning programs
* Supporting the day-to-day operations of the Global Citizens Project office

**Average Number of Hours per Week:**   
20 hours per week

**Contact**:

Jessica Lauther

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(813) 974-5424

**Position:**

GCP Graduate Assistant

**Schedule:**   
Flexible based on class schedule. Hours will be scheduled between 8:00 a.m. and 5:00 p.m. Monday through Friday.

**Minimum Qualifications:**

* Be enrolled full time in a Master's program at USF (minimum of 9 credit hours during fall and spring and a minimum of 6 credit hours during summer).
* Good academic standing (3.00 GPA or higher).
* Ability to lift/carry up to 15 lbs

**Required Documents:**

* Cover letter describing your skills, background, experience and why you have applied for the position
* Resume
* Unofficial transcript

**Preferred Qualifications:**

* Experience coordinating/supporting programs and/or events at a college or university
* Strong public speaking skills
* Competency with Microsoft Office applications, Canvas, and Talisma
* International and/or study abroad experiences
* Graphic design and/or professional social media experience
* Experience grading/assessing student assignments

**Standard Learning Objectives:**

As a result of this position, student will:

* Obtain experience in grading student assignments and guiding students in reflective activities
* Enhance public speaking and presentation development skills
* Develop an understanding of global education and programming
* Gain experience in advising student leaders
* Gain experience in collaborating with other departments and offices on campus
* Develop facilitation, training, and communication skills
* Obtain experience of working with professional staff and GAs in a fast-paced environment

**Additional Information for Applicants:**

Please note that the successful candidate will be:

* Professional, friendly, and courteous on the phone, in-person, and in e-mail
* Highly organized and accountable
* Team-oriented, willing to help whenever s/he can
* Excellent in oral and written communication skills and have the ability to work collaboratively
* Able to manage time effectively, pay attention to detail, and keep organized
* Ability to work occasional evenings or weekends (approximately 3 per semester)