**University of South Florida Sarasota – Manatee campus**

**Graduate Assistant of Student Support Services**

**Department Name:** Student Support Services

**College Division:** Student Success

**Salary Plan:** OPS

**Job Title:** Graduate Assistant of Student Support

**Hiring Salary/Salary Range:** $15,300 - $21,562

**Mission Statement:**

Student Support Services provides academic support services that empower first-generation, low-income, or students with disabilities to proactively address challenges

**Organizational Summary:**

* The Division of Student Success is the centralized unit that provides oversight over the following areas: Academic Advising, Career Services, Student Engagement, Orientation, New Student & Family Experience, Academic Success Center, Veteran Success, Students with Accessibility Services, and the Office of Multicultural Affairs.
* The Department of Student Support Services is a stand-alone office that supports the needs of the following student populations: First-Generation students, low-income students, students with disabilities, new students (FY & Transfer), as well as Parent and Families

**Position Summary:**

The Graduate Assistant of Student Support Services provides direct guidance and assistance to the above-mentioned populations at the University of South Florida Sarasota – Manatee campus. The Graduate Assistant will work collaboratively with the Assistant Director of Student Support Services in developing, initiating, expanding, and evaluating programs for the various populations that we serve. Collaboration, communication, and adaptability will be key skills that someone in this role will need to succeed. This position will report directly to the Assistant Director of Student Support.

**Responsibilities:**

* Provide support in coordinating New Student Orientation programs including, but not limited to First-Year, Transfer, Online, and Family/Guest Orientation.
* Recruit, select, train, supervise, and evaluate students who serve as Peer Coaches.
* Support students in their adjustment and transition to the University of South Florida Sarasota – Manatee campus and *OneUSF.*
* Support families of students as they, or their student adjust and transition to the University of South Florida Sarasota – Manatee campus and *OneUSF.*
* Coordinate marketing and outreach initiatives designed to support students in their adjustment, transition, and progression to the University of South Florida.
* Work collaboratively with students, staff, faculty, and other units across *OneUSF* that promote a “culture of care.”
* Other duties as assigned that are mutually agreed upon by the Graduate Assistant and the Assistant Director of Student Support.

**Position Qualifications:**

**Minimum:**

This position requires that the applicant has earned their Bachelor’s Degree from an accredited institution of Higher Education. The applicant must be pursuing their Master’s Degree at the University of South Florida.

**Preferred:**

The applicant is pursuing their Master’s Degree in College Student Affairs (or equivalent) at the University of South Florida. Interest working with Orientation, New Student Programs, and/or students from underrepresented populations