



University of Central Florida
Office of Integrity and Ethical Development
Student Rights and Responsibilities
Funding Provided by Student Government Association
Division of Student Development and Enrollment Services



Graduate Assistant Position

The graduate assistant position within the Office of Integrity and Ethical Development (IED) requires 20 hours per week of service to students, faculty, and staff and the promotion of programs to the UCF campus community. The person in this position will work directly with the Director of Integrity and Ethical Development to support the department's mission of promoting student responsibility and personal development.

Programs are designed to develop awareness toward integrity, ethical decision-making, conflict resolution, and professionalism. Services include mediation, coaching sessions, excellence in decision making seminars, academic integrity workshops, and outreach programming. These services are designed to provide students (undergraduate and graduate) with the college life skills necessary for academic and personal success at UCF.

Integrity and Ethical Development is associated with the Office of Student Rights and Responsibilities and works closely in collaboration with the Office of Student Conduct, Housing and Residence Life, Student Care Services, Office of Student Involvement, Graduate Studies, Fraternity and Sorority Life, Student Government Association, and the Faculty Center for Teaching and Learning.

Duties Include:

- Responsible for coordinating and facilitating semester Excellence in Decision Making Seminars
- Responsible for conducting and facilitating semester Academic Integrity Workshops
- Responsible for conducting one-on-one Coaching Sessions associated with student who have been found in-violation of the Golden Rule (academic misconduct & lower-level violations)
- Responsible for creating handouts, assessments, activities, resources for the IED website to assist students in critical thinking, problem solving, and decision making
- Assist with the coordination and facilitation of fall, spring, and summer College Life Skills Workshop Series
- Assist with the advertising and promotion of Honor Your Knighthood / Academic Integrity Modular
- Attend weekly IED and bi-weekly Office of Student Rights and Responsibilities staff meetings
- Submission of a monthly report
- Other duties as assigned

Qualifications:

- Currently enrolled in a master's degree program
- Interest and/or experience in higher education, student personnel services, psychology, counseling
- Proficiency with Microsoft applications – word, power point, and excel required
- Ability to speak confidently in front of large groups of students, facilitate presentations on college life skills

- Proficient ability to communicate with various audiences via email
- Strong writing, interpersonal, and communication skills
- Strong organizational and problem-solving skills
- Ability to work independently, meet deadlines, and represent the office in the Director's absence

Expectations:

- Ability to observe the working environment and suggest improvements and changes
- Ability to be creative in developing purposeful and intentional programs and services
- Willingness to take risks in working with UCF students in the manner of promoting teachable moments
- Demonstration of a work ethic which would include accuracy, quality, and professionalism

Compensation & Work Schedule:

- Time Frame – Fall 2015 & Spring 2016
- Tuition Waiver – Fall 2015 & Spring 2016
- Stipend - 20 hours per week
- Flexible work schedule to accommodate classes
- Office Open Monday – Friday 8:00 am – 5:00 pm

Opportunities Provided:

- to be introduced to a growing field in higher education associated with mediation, academic integrity, conflict resolution, ethics, and professionalism
- to learn and gain experience on how to develop techniques necessary to conduct purposeful, intentional, and impactful coaching sessions with college students
- gain knowledge and experience in assisting students associated with conduct issues in rebuilding one's reputation, processing through chosen behavior, and developing alternative actions in the future
- to represent the Office of Integrity and Ethical Development on key campus committees, at orientation sessions, and other campus functions

How to Apply:

- Online application available on website at www.ied.sdes.ucf.edu
- Interest emails are welcomed for clarification and/or for further questions

Contact Information:

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