



**PRIME STEM Project
Graduate Assistant Application**

Position Description

Objective:

The principal objective of this position is to provide support to the Student Development and Enrollment Services TRiO Center in the areas of program development, grant writing, generation of reports, and special projects.

Job Responsibilities:

- ◆ The Graduate Assistant will assist the Director with research, compiling data, grant writing, creating presentations
- ◆ Assist with special projects and benchmarking activities as requested
- ◆ Additional duties may include participating in orientations, Open Houses, student outreaches, and providing support to other TRiO programming
- ◆ Attend UCF meetings as requested and interact with UCF faculty and staff
- ◆ Other duties as assigned

Job Required Skills:

- ◆ Experienced in creating reports and PowerPoint presentations
- ◆ Data collection, analyst, and research experience
- ◆ Must demonstrate ability to take the initiative as necessary
- ◆ Strong written and verbal communication skills
- ◆ Editing and proofreading experience desired

General Information:

- ◆ OPS Position
- ◆ Salary: \$10.00 / hr.
- ◆ Hours: Monday-Friday, 8:00 AM-5:00 PM

Contact Information:

- ◆ Dr. Rebekah McCloud 407-823-4165 You may send resumes to rebekah.mccloud@ucf.edu



University of Central Florida

SDES TRiO Center Graduate Assistant Application

Spring _____ Fall _____ Summer _____

Contact Information				
Last Name		First Name		MI
PID	Date of Birth		Male <input type="checkbox"/>	Female <input type="checkbox"/>

Local Address			
Street			
City	State	Zip	E-mail
Home Phone:		Alternate/Cell Phone:	

Employment Information: Please provide a current resume.

Professional Reference (must be current/former supervisor)
Reference #1: Professional references and a telephone number where he/she can be reached:
Reference #2: Professional references and a telephone number where he/she can be reached:

I certify that the information provided is accurate to the best of my knowledge.

Signature _____ Date _____

Attachments (Office Use Only)	
___	Affirmation
___	Resume
___	UCF Hiring Packet



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