



UNIVERSITY OF CENTRAL FLORIDA

Student Success and Well-Being

Office of Student Involvement

Job Description: OSI Communications Graduate Assistant

Location: University of Central Florida

Department: Office of Student Involvement (OSI Productions)

Office of Student Involvement (OSI) – Creative Services

The Communications Graduate Assistant will have the unique opportunity to collaborate, learn and work closely with all aspects of the Office of Student Involvement (OSI), including all Activity and Service Fee-funded agencies, with a heavy focus on student development. The Graduate Assistant (GA) oversees various communication-related aspects, including Knights of the Turntables (OSI's student DJ service), Design Group, communications interns and OSI Productions.

Responsibilities:

Advising/Supervising

- Advise students in graphic design, web design, communications, live production, social media, DJ and audio services, and event planning
- Foster student development by building relationships & providing career-focused mentorship
- Assist in day-to-day student supervision of 30+ working learners
 - **Team Management:** Time-tracking, job performance/evaluation, check-in meetings, student well-being
 - **Team Building:** Weekly meetings, OSI Student Leadership Retreat, Creative Services Student Retreat
 - **Conflict Resolution:** Be proactive in resolving conflicts and teaching working learners/students to resolve conflicts amongst themselves
- Interview and train new hires in Creative Services

Strategic Planning

- Assist Marketing Coordinator with projects and communication strategies for OSI
- Assist Associate Director in coordinating Eternal Knights student memorial service

Administrative

- Manage invoices, confirmation emails, requests for Creative Services via KnightConnect

Office Support

- Deliver presentations for OSI resources to students and staff on campus at resource fairs and training sessions
- Support OSI welcome events (Pegasus Palooza, Involvement Week), Homecoming, philanthropy (Knight-Thon) and programming boards (CAB & Late Knights) in marketing and communications for events
- Assist in planning the OSI Student Leadership Retreat in April
- Other duties as assigned

Requirements:

- Full-time **graduate student** at the University of Central Florida
 - Pursuing a degree in higher education/student, communications/marketing, or similar program *preferred*

- Required 20 hours per week in office
 - Occasional night and weekend shifts
 - Attend all OSI Graduate Assistant meetings and other required meetings as scheduled each semester

Preferred experience:

- Student supervision & advising
- Conflict management
- Experience in journalism, communications, marketing or related field

**Position will be vacant beginning Summer 2026*

Position Benefits:

Tuition waiver (for 9 Credit Hours) and \$10,000 stipend:

Graduate Assistant (GA)	1108 (Previously 9186)	General educational administration duties	Tuition waiver or payment	Eligible if student's assistantships total at least 20 hours per week
-------------------------	---------------------------	---	---------------------------	---

What You'll Learn:

- **Career and Self Development:** You will proactively pursue continual personal and professional growth and share this commitment with working learners in Creative Services.
- **Critical Thinking:** You'll develop quick-thinking skills to resolve issues or setbacks, particularly during events.
- **Teamwork:** You'll learn to build a team and be a part of a larger team of graduate assistants and professional staff supervisors in OSI.
- **Professionalism:** You'll learn how to navigate across offices and departments with professionalism, and you will help ensure all Creative Services students maintain professionalism in their interactions with UCF community members within and outside of OSI.
- **Communication:** You'll become more adept at clear and effective verbal and written communication, you'll learn to set expectations for communication with working learners, and you'll spend most of each day communicating internally and with stakeholders for all tasks
- **Perspective Awareness:** You'll learn to interact with staff, students, and the broader UCF community, bridging perspectives and viewpoints toward the shared goal of enhancing OSI processes and offerings.
- **Technology:** You'll be introduced to project management, production, graphic design, web, and marketing software.
- **Leadership:** You'll learn the practice of establishing expectations and holding working learners accountable.