

# Campus Activities Board & Late Knights

Office of Student Involvement (OSI)  
University of Central Florida

## Position Overview

The Graduate Assistant (GA) for Campus Activities Board (CAB) and Late Knights supports student engagement initiatives within the Office of Student Involvement (OSI). This role focuses on advising student leaders, supporting event planning and execution, maintaining administrative operations, and promoting student success through UCF's BEAM framework (Belonging, Engaging, Achieving, Meaning).

This position requires 20 in-person hours per week in alignment with the GA contract.

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## Key Responsibilities

### Student Leadership & Advising

- Serve as a positive role model for students.
- Assist the Coordinator in advising and supervising CAB and Late Knights student leaders.
- Support recruitment, selection, and training of new student leaders.
- Help students navigate conflict management and student-of-concern situations with supervisor guidance.

### Program & Event Support

- Provide event planning and on-site event support (approximately 5 hours/week).
- Assist with special OSI-wide initiatives and collaborative programs.
- Mandatory Events ( Pegasus Palooza, UCFest, Symphony Under the Stars)

### Administrative & Office Support

- Meet weekly with the coordinator for supervision.
- Maintain area records and tracking documents (e.g., event tracker, transition materials).
- Contribute to the GA transition binder and processes.
- Participate in discussions regarding office policies and procedures.
- Maintain confidentiality and appropriately handle sensitive information.
- Assist in supervising use of OSI office spaces and resources.

## **Office Hours**

- Maintain consistent, posted in-person office hours (20 hours/week; typically 15 in-office, 5 event support).
- Accurately reflects availability in Outlook and post hours visibly outside office space.

## **Professional Development**

- Be intentional about professional and personal growth.
  - Develop strategies with the supervisor to navigate challenging circumstances.
  - Communicate proactively when assistance or clarification is needed.
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## **Preferred Qualifications**

- Enrollment in a graduate program at UCF
- Experience in student activities, campus programming, or leadership development
- Strong organizational, communication, and interpersonal skills
- Ability to manage multiple priorities in a fast-paced environment