Department: Office of Student Media  
Supervisor Name: Addiel Gomez, Assistant Director of Student Media  
Supervisor Contact: agomez13@fau.edu  
Assistantship Information: Number of GA positions you will have available in the fall 2015: 1 position (.5FTE).

Summary of Job Function  
The graduate assistant for the Office of Student Media will assist the faculty adviser to the University Press in training and development of student editors and staff, and to provide other support to the student magazine’s editorial operations. The graduate assistant will report to the Assistant Director of Student Media and will work with both Communication faculty and UP student management.

Student learning/educational activities performed by the Graduate Assistant.  
(Please check all that apply and provide detail if needed.)  
X Planning programs  
X Mentoring  
X Marketing/communication  
X Supervision  
X Other (Developing professional journalism standards manual for the University Press)

Learning Outcomes  
- Gain experience in developing best newsroom journalistic practices.  
- Obtain experience working with a team of professional staff, and student workers in a fast paced environment.  
- Enhance verbal and written communication skills.  
- Gain experience in managing the day to day operations of a complex student development program.  
- Develop program management, program planning, and program assessment/research skills.  
- Develop mentoring, facilitation, and supervision skills.

Duties and Responsibilities
The GA will assist in the planning and scheduling of periodic training sessions -- including visits from guest instructors and members of the local media -- intended to improve the journalism skills of student editors, writers and designers.

The GA will assist in creating written training materials for UP staffers, including a quick-reference guide detailing the paper's reporting, copy editing and story-submission procedures, deadlines and writing/reporting tips and best practices.

The GA will assist in the development of a faculty-led training workshop for new UP writers editors.

The GA will assist with efforts to recruit new UP staffers from FAU's student body.

The GA will assist in the establishment and maintenance of a website directory of key FAU news sources, with contact information.

The GA will attend weekly UP staff meetings (typically Fridays from 2 to 4 p.m.) and -- as needed -- meetings of Student Affairs' student media staff.

The GA is expected to maintain good academic standing in the MA program in Communication and will be eligible for renewal for a second year depending upon an evaluation at the end of the first year.

Assignments and duties could change during the assistantship. The GA will be notified of any modifications to his/her responsibilities in advance.

Qualifications for the position:
- Acceptance into the Florida Atlantic University Communication and Multimedia Studies Master's/Doctoral Program
- Ability to work well independently and as part of a team
- Effective written and verbal communication skills
- Knowledge of standard journalistic ethics and AP guidelines
- Willingness to work some nights and some weekends
- Proficiency with Microsoft Office and advanced Internet research
- Possess skills necessary for event and program planning
- Model appropriate behavior for student leaders and the campus community

Additional Information:
- The graduate assistantship is a 20 hours per week position. This position will receive compensation of $13.25 per hour.
- The graduate assistantship is a one year position (fall and spring semester). Graduate assistants are eligible to reapply to this position.
- Employment will only be granted upon acceptance to the Florida Atlantic University Communication and Multimedia Studies Master's/Doctoral Program
- Anticipated start date: August 2015. position end date: May 2016
- An 80% tuition waiver is provided with this assistantship.

Questions? Addiel Gomez, Assistant Director of Student Media, agomez13@fau.edu