

The Office of Academic Support offers academic and personal enrichment services to UF students. We strive to equip a diverse undergraduate population with the knowledge, skills, and resources to successfully navigate their collegiate experiences. OAS Peer Coordinators a key role in our goal to provide an encouraging and welcoming environment for incoming students. Their role is to assist in the development and implementation of programming and special events within the Office of Academic Support.

### Responsibilities

- Coordinate, facilitate, and implement workshops focused on student development and first-year experiences.
- Coordinates large-scale events for The Office of Academic Support (OAS) such as (but not limited to) Transition Orientation Program (TOP), Meet UF, and Graduate School Prep Symposium.
- Participates in the planning and execution of Peer Academic Coach (PAC) trainings and retreats and monthly General Body Meetings.
- Promotes OAS services and programs and participates at tabling events.
- Execute administrative tasks that further the vision and mission of OAS and other duties as assigned.

### Qualifications

- Available to work a minimum of 10 hours a week.
- Must be available for Coordinator in-service training (April 29-May4).
- Be in good academic standing (3.0 GPA).
- Ability to multitask
- Exhibit leadership skills
- Must function in, both, team and individual settings
- Possess organization skills
- Ability to participate in event planning activities
- Minimum Sophomore standing
- Be professional and possess ethical standards

**Office of Academic Support**

**AIM Peer Coordinator Application**

Last Name:		First Name:		Middle Init:
UFID Number:     /     /			Cell Phone #: (     )     -	
Email :			Major:	
Campus/Local Address:				
Cell phone#: (     )     -			City, State, ZIP:	
Home/Permanent Address:				
Home/Permanent Telephone: (     )     -			City, State, ZIP:	
Summer or Alternate Email Address:				
School/College:			Anticipated Graduation Date:     /	
Cumulative UF GPA:		Class Status 2017-2018: <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate		
Special Skills (foreign languages, graphic design, html, computer programs, etc.):				
What other activities, <b>organizations or employment</b> do you have planned for 2017-2018?				
Have you participated in a Freshmen Seminar Course at UF (e.g., First Year Florida-SLS 1102): Select One Yes/No				
Have you previously served as an OAS Peer Advising Coach or in other leadership/counseling role? Specify:				
Will you be able to spend a minimum 10 hrs/week for the full year (May, 2017-April, 2018) in the office between 8-5pm and 4+ hrs/week (during Spring 2017) volunteering to assist in coordinating OAS programs and activities?				
Do you have a Judicial Record or have you been found in violation of the UF Student Code of Conduct? Yes/No Select one*				
*If yes, please explain in a separate message to include with the application.				

### APPLICATION QUESTIONS

Please provide typewritten answers to the following questions on a separate page.

1. Describe leadership, experience(s), characteristics and/or skills that qualify you to be a Student Coordinator for OAS.
2. Please describe your previous mentoring experience discussing your likes and dislikes, providing suggestions for improvements.
3. Briefly explain what activities, responsibilities or roles you have experienced with OAS/AIM?
4. How does the OAS Student Coordinator experience fit your personal goals?
5. Why are you interested in becoming an OAS Student Coordinator?

### WAIVER & VERIFICATION STATEMENT:

Please provide two names for references (must be faculty or staff) and contact information

Name	Title	Contact Info.
(1)		
(2)		

**Please Include in your application packet:**

- A cover letter and a current resume (1-page) as part of the application packet. This should be accurate and up-to-date with job history, student organizations, and other leadership opportunities
- A letter of recommendation from UF Faculty/Staff (excludes OAS affiliated faculty and staff)
- Headshot (2"x 2.5")

**PLEASE SUBMIT THE COMPLETED APPLICATION TO:**

Dr. Angeleah Browdy  
Office of Academic Support  
Suite 311-Little Hall  
PO Box 118115  
Gainesville, FL 32611

**APPLICATION DEADLINE: FEBRUARY 15<sup>th</sup> BY 5:00PM IN LITTLE HALL 311**

Please Check:

- I waive any right I might have to review the contents of any evaluation materials that become part of my candidate file.
- I also certify that all information provided within this application is accurate and true and OAS office has permission to verify my university records.
- I understand that providing false information on this application may result in my removal from the Student Coordinator Position selection process and/or forfeiture of any appointment in OAS.
- I give permission for the Academic Success Center to obtain copies of my academic record.

Signature \_\_\_\_\_ Date \_\_\_\_\_