



## Position/Title: Knight Division Student Assistant

### Details:

The Knight Division of the College of Journalism and Communications is seeking student assistants for the PATH office front desk for summer/fall terms. Students with a variety of talents and knowledge, from all four disciplines in the college are desired. If you are interested in becoming a welcoming face of student success please read the duties, requirements and application instructions below.

### Duties include but are not limited to:

1. Basic clerical work and phone reception
2. Knight Division event and office promotion
3. Promotion and marketing assistance
4. Content generation for social media outlets
5. Provide guest with general information about the Knight Division, college, and events
6. Basic student resume critiques
7. Completing assigned projects for Knight Division/PATH office
8. Assisting with Fall and Spring Career Days, and other Knight Division events

### Qualifications:

- Eligible candidates must be a full time, undergraduate student in the College of Journalism and Communications.
- Strong customer service, problem solving skills, and work ethic are a must.
- Technical skills in graphics, creative strategy, editing, and social media are a plus.
- People skills and attention to details

**\*Students who are chosen will be required to attend a Resume Critic Workshop for training.**

### Application Instructions:

**\*Students with FWS preferred (please include document on resume if you are eligible for FWS)**

Please send application, resumes and your summer/fall work hour availability to:

**Katrice Graham (Program Director):** [kgraham@jou.ufl.edu](mailto:kgraham@jou.ufl.edu) and

**Alexandria Wilkerson (Program Assistant):** [pwilkerson@jou.ufl.edu](mailto:pwilkerson@jou.ufl.edu)

Or drop off applications, summer/ fall work hour availability to the Knight Division office located at Weimer Hall 1060.

# Knights Division Student Assistant Application For Employment

We are an Equal Opportunity Employer and committed to excellence through diversity.

Please print or type. The application must be fully completed to be considered. Attach resume, FWS document and summer/fall availability.

## Personal Information

Name				
Address	City	State	Zip	Are you eligible for Federal Work Study? (Please provide FWS form)  Yes <input type="checkbox"/> No <input type="checkbox"/>
Phone Number	UFL Email Address		UFID	

## Education

Major	Class	Expected Graduation Date

## References (Maximum of 3)

Name	Title	Company	Phone

## Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated.

Name (please print)	Signature
Date	