



CREAR Futuros Graduate Assistantship

CREAR Futuros, which means “To Create Futures” in Spanish, is a peer-mentor based initiative designed to support Latino/a/x student success at UCF. CREAR (**C**ollege **R**eadiness, **A**chievement and **R**etention) Freshmen are paired with knowledgeable and highly trained upper-classman UCF Peer-Mentors that will introduce them to campus resources and offer insight on how to make the most out of their UCF experience. Although intentionally designed through a Latino-lens, students of any background are welcome to participate. This program is offered in partnership with the Hispanic Federation, Inc.

The **CREAR Futuros** Graduate Assistant coordinates and ensures the success of the **CREAR Futuros** program.

Position Responsibilities:

- ❖ Assist with planning and implementation of program – including educational workshops and social activities.
- ❖ Provide ongoing support and training to peer-mentors
- ❖ Facilitate ongoing communications to peer-mentors, mentees, and campus partners
- ❖ Assist with content creation and online marketing strategy for promoting program activities and achievements
- ❖ Assist in programmatic data collection and assessment
- ❖ Maintain electronic program records (including confidential data)
- ❖ Facilitate communication between UCF Hispanic Serving Institution Initiatives and Hispanic Federation, Inc.
- ❖ Perform other Hispanic-Serving Institution duties as assigned.

Minimum Qualifications:

- ❖ Demonstrated experience in working effectively with students and staff
- ❖ Ability to work independently and collaboratively
- ❖ Strong written and oral communication skills
- ❖ Experience with Microsoft Office programs
- ❖ Experience with Qualtrics or JotForm
- ❖ Demonstrated commitment to serving a diverse student population

Graduate Assistantship Agreement includes:

1. Stipend – 20 hours per week.
2. Graduate tuition waiver – must be enrolled full-time (9 credit hours) fall & spring semesters; and
3. Paid health insurance.

Please send cover letter, resume, and list of 2-3 references to Dr. Cyndia Muñiz at crearfuturos@ucf.edu.
Subject line – Last name, CF GA

Deadline for application submissions – May 31, 2022



**Hispanic Serving
Institution Initiatives**