

Call for Applications: International Experiential Learning Student Assistant 2026-2027 Academic Year

Summary of Position Role & Responsibilities:

The Bob Graham Center for Public Service is seeking a motivated, professional, and highly organized undergraduate student to work 10–15 hours per week as the International Experiential Learning Student Assistant. The student will work directly with the International Experiential Learning Coordinator, Dr. Onursal Erol, and other members of the Graham Center faculty and staff.

The student assistant will provide administrative, logistical, communications, and programmatic support for the Center's Global Internships, the UF in Istanbul study abroad program, and other global experiential learning opportunities. This position provides an opportunity to gain hands-on experience in international education, experiential learning, program administration, communications, event planning, and partnership development.

Some evening or weekend work may be required and will be determined in advance.

This is an in-person, paid position for the 2026–2027 academic year, beginning in mid-September, with the opportunity to renew for the following academic years. Review of applications will begin in early September.

Responsibilities will include:

- Provide administrative support for the Bob Graham Center's Global Internships, which are offered in partnership with multiple community organizations.
- Support the International Experiential Learning Coordinating in developing and maintaining relationships with campus and community partners, requiring professionalism, strong communication, and organizational skills.
- Support the development and administration of new internship opportunities, including researching and contacting potential partner organizations, maintaining collaborator relationships, creating application surveys, collecting applications, developing promotional materials, and assisting with logistical planning. Strong event coordination, organizational, logistical, and budgeting skills are a plus.
- Provide administrative and logistical support for the Summer 2027 UF in Istanbul Study Abroad Program alongside the International Experiential Learning Coordinator. Responsibilities will include assisting with the collection and review of applications, preparing promotional materials and brochures, creating advertisements, and supporting program logistics. The student assistant will also help with student orientation and program preparation, contribute to curriculum development and program activities, and assist with hosting 1–2 social events.
- Promote the UF in Istanbul program to prospective students, including through tabling events, classroom visits, and other outreach activities. This will require comfort with

public speaking, communicating the program's value, and answering questions from prospective students.

- Maintain and update experiential learning webpages on the Bob Graham Center website and create and post promotional content for social media, with support from the communications team. Submit information to undergraduate listservs, student groups, and other relevant contacts.
- Provide logistical support for other events, including information sessions, career talks, orientations, and alumni events.
- Provide occasional administrative support for the operations of the Bob Graham Center.

Qualifications:

- Full-time undergraduate University of Florida student in good standing
- Demonstrated reliability, professionalism, and willingness to learn
- Detail-oriented and able to manage multiple responsibilities and meet deadlines
- Ability to work independently, take initiative, and follow through on projects
- Strong written and oral communication skills, professionalism, and comfort speaking with students and external partners
- Interest in experiential learning, including study abroad, internships, or student research, is a plus
- Preferred: Experience with Microsoft Office programs (e.g., Outlook, Excel, and PowerPoint), Google Workspace, Zoom scheduling, Qualtrics, and Canva
- Experience with event planning and coordination is a plus

To Apply:

Please email the following materials to Dr. Onursal Erol, oeerol@ufl.edu by Sunday, September 6, 2026.

- One-page resume, including expected graduation date
 - File name: First_Last_Resume.pdf
- One-page cover letter outlining your interest in the position and relevant qualifications
 - File name: First_Last_Cover_Letter.pdf
- Copy of your fall course schedule and a brief list of other recurring commitments (e.g., employment, extracurricular activities)