



## Student Academic Resource Center



### Academic Outreach Graduate Assistantship One (1) position available

<b>Title of Position:</b>	Graduate Assistant
<b>Area of Focus:</b>	Academic Support and Outreach for SARC
<b>Supervisor:</b>	Coordinator of Tutoring and Academic Outreach
<b>Estimated Hours:</b>	20 hours a week

#### **Program Overview**

The Student Academic Resource Center (SARC) provides high-quality academic support programs, including tutoring and Supplemental Instruction, retention programs, academic success workshops, learning skills consultations, outreach, and other academic programs and services.

#### **Position Description**

The Academic Outreach Graduate Assistant (GA) is a 20-hour per week position reporting to the Coordinator of Tutorial and Outreach Services at SARC. The GA will assist the Coordinator in the day to day operations of SARC Tutorial and Outreach Services at SARC.

#### **Responsibilities**

1. Assist the Coordinator with day to day SARC operations including Tutor Training
2. Assist in creation and facilitation of in-person and online Academic Success Workshops.
3. Organize and assist with coordination and facilitation of summer and fall "The Game Plan" seminars and other campus outreach events such as orientation, Open House, Learning Fair and Study Union.
4. Develop new and innovative seminar, workshop and electronic content relating to academic skills specifically aimed at FTIC college students, student veterans, transfer students and their families.
5. Develop online academic resources, including content for learning skills modules
6. Provide one-on-one learning skills consultations for UCF students.
7. Develop and implement creative ways to market, promote and boost student and veteran participation at SARC, VARC and CECS academic services.
8. Create and develop online modules for the Academic Success Workshops
9. Responsible for preparation of monthly and semester attendance reports.
10. Implement and utilize new technologies for academic support and outreach services.
11. Other duties as assigned.

#### **Required Qualifications:**

- Bachelor's degree
- Currently enrolled/will be enrolled (already accepted) in a UCF master's or doctoral degree program by the Spring 2017 semester
- 3.00 cumulative GPA or higher (For those accepted but not yet enrolled in a master's/doctoral program undergraduate GPA should be used)



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### **Preferred Qualifications:**

- Ability to work independently with minimum supervision.
- Ability and interest in learning new technologies to develop online modules, videos and other interactive learning resources.
- Effective and strong organizational, public speaking, decision-making, event planning and critical thinking skills.
- Proficient in the use of social media for communication in academic settings.
- Desire to serve as a mentor to enhance academic, personal, and social development.
- Ability to communicate effectively and comfortably with large groups.
- Demonstrated proficiency in Word, Excel, PowerPoint and Outlook.
- Must enroll in a minimum of 9 graduate credit hours for the fall and spring semesters (6 for summer semester) to remain eligible for assistantship.
- Must be available to work at least 20 hours per week, with occasional evenings and weekends.

### **Application Process**

All qualified candidates interested in the Academic Outreach Graduate Assistantship position must apply by completing the online application found on SARC's website. The application form must include an updated resume and a cover letter that addresses the following questions:

- 1) What experiences do you have that relate to this position?
- 2) Describe your philosophy in working with college students in the area of academic success.
- 3) Describe any experience you have working in event planning or facilitation of outreach.
- 4) What do you expect to gain through employment with SARC in this position?

\*Please Note: This position will start as an hourly position in the Fall 2016 term. Pending budget, training and other factors, this position is expected to become a Graduate Assistant position in the Spring 2017 term. Graduate Assistants receive a tuition waiver and stipend, paid bi-weekly.

**Deadline:** All application materials must be received by **Friday, October 20<sup>th</sup>**

SARC will review all applications and schedule qualified candidates for interviews until position is filled.

For any questions about this position, please contact SARC at 407-823-5130.