



Student Academic Resource Center

UNIVERSITY OF CENTRAL FLORIDA

Location: Howard Phillips Hall, 113-115

Phone: 407-823-5130

Email: sarc@ucf.edu

Website: www.sarc.sdes.ucf.edu

Title of Position:	Graduate Assistant
Area of Focus:	Supplemental Instruction Program
Supervisor:	Kristen Horton Fanfarelli, Coordinator of Academic Support Services
Estimated Hours:	20 hours per week

The primary function of this position is to assist the Student Academic Resource Center with the daily functions of the Supplemental Instruction Program. This position will assist with supervising a staff of 40+ undergraduate Supplemental Instruction leaders, lead trainings and meetings, offer feedback and support and provide assistance with planning and operating the program. This position will also conduct Learning Skills Consultations, one-on-one appointments with students to assist with academic concerns such as help with studying. Additionally, this position will conduct workshops, tabling events and other outreach events.

Responsibilities:

- Supervise, observe, and train undergraduate Supplemental Instruction staff
- Assist coordinator with recruiting, hiring and evaluation of Supplemental Instruction staff
- Assist coordinator with day to day functions of the Supplemental Instruction program
- Track and maintain Supplemental Instruction program data and assist with reports as requested
- Conduct weekly group meetings for Supplemental Instruction staff
- Create, track and update online materials and databases as needed
- Conduct one-on-one Learning Skills Consultations with students and maintain notes and tracking
- Prepare, update and facilitate Academic Success and other workshops
- Assist with outreach events including, but not limited to, SARC's Study Union event
- Participate in outreach tabling and information distribution events
- Become knowledgeable and continue to update knowledge on SARC services, campus resources, academic success strategies and other trends in education and learning
- 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 Fall 2018 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:

- Masters/Doctoral degree programs in Higher Education, Counselor Education, or Psychology preferred
- At least 1 year availability (available to serve in GA position until August 2019)
- Interest and/or experience in higher education and student personnel services
- Interest and/or experience in academic counseling
- High level of proficiency with Microsoft applications and computer skills
- Ability or strong desire to enhance the delivery of online academic support services
- Experience with facilitating presentations and/or workshops
- Thorough and detail-oriented
- Strong writing, interpersonal and communication skills
- Solid organizational and problem-solving skills
- Ability to work independently, meet deadlines, and follow directions

Salary and Benefits:

- The Supplemental Instruction Graduate Assistant role will start immediately in summer 2018. If the selected applicant is a full-time student in the summer, both a tuition waiver and stipend (paid bi-weekly) will be available – if the selected applicant does not begin his/her graduate program until fall 2018, then he/she will be paid hourly at a rate equivalent to the stipend and then the GA benefits of tuition waiver and stipend will begin in the fall. Please note: Position is contingent upon funding.