



Location: Howard Phillips Hall, Rooms 113, 114 & 115
Phone #: 407-823-5130
Email: sarc@ucf.edu
Website: www.sarc.sdes.ucf.edu

Title of Position: Graduate Assistant
Area of Focus: Academic Support for UCF Summer Access Program & ACE Program
Supervisor: Coordinator of Academic Support Services
Estimated Hours: 20 hours a week

The primary function of this position is to assist SARC with two programs: (1) Access summer bridge program and (2) Academic Coaching and Engagement program. In the first, the GA will assist in creating and implementing academic support for FTIC students admitted conditionally to UCF each summer through the Pegasus Success & SOAR programs each year (approximately 300 students). In the second, the GA will assist in creating and implementing academic support for FTIC students on academic probation (approximately 150 students in the fall and 500 in the spring).

Responsibilities:

Access

- Assist Coordinator of Academic Support Services with preparation of SARC's role & responsibilities within UCF Summer Access Programming
- Organize and maintain accurate database of incoming Access classes demographic & enrollment information
- Assist in implementing communication plan to incoming Access students and parents
- Collect and organize program enrollment paperwork for each Access student
- Assist in creating individual academic support schedules for all summer Access students for the Summer B term
- Assist in facilitating summer orientation sessions as needed
- Track student data and assist in creating monthly and semester reports as requested
- Assist Coordinator in recruiting, hiring & supervising Access peer mentoring staff
- Assist in developing and assembling training materials and facilitating training for the Peer Mentor team
- Assist Coordinator in developing materials and content for student mentoring sessions

Academic Coaching & Engagement

- Assist Coordinator of Academic Support Services with preparation of the ACE program
- Assist in facilitating Group Probation Sessions hosted by FYAE during the first week of classes
- Track student data and assist in creating monthly and semester reports as requested
- Assist Coordinator in recruiting, hiring & supervising Academic Coaches
- Assist in facilitating training for the Academic Coach team
- Assist Coordinator in developing materials and content for student coaching sessions

Additional SARC Services & Events

- Prepare and present Academic Success Workshops on behalf of SARC throughout academic year
- Conduct one-on-one Learning Skills Consultations with students and maintain notes
- Assist SARC with planning and implementation of Learning Fair event in fall terms
- Assist SARC with planning and implementation of Study Union during fall & spring terms
- Become knowledgeable about SARC support services, other academic campus resources, and techniques utilized in achieving academic success (study methods, test prep, effective note taking, active textbook reading, etc.)
- 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 2016 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)

Preferred Qualifications:

- Masters/Doctoral degree programs in Higher Education, Counselor Education, or Psychology preferred
- Prefer at least 1 year availability (will not graduate until at least Summer 2017)
- 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 Access & ACE Graduate Assistant role will start immediately in summer 2016. 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 2016, 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.