



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:** Supplemental Instruction & Academic Support  
**Supervisor:** Coordinator of Academic Support Services  
**Estimated Hours:** 20 hours a week

*The primary function of this position is to assist SARC with the Supplemental Instruction Program at UCF. This position will assist with observing, supervising and providing feedback to Supplemental Instruction Leaders as well as assisting with office needs for this program. Additionally, this position will hold Learning Skills Consultations, one-on-one student appointments, to assist students with academic needs. Lastly, this position will lead workshops, tabling events and other outreach programming.*

### **Responsibilities:**

#### *Supplemental Instruction*

- Assist with the development and modification of comprehensive training program for SI Leaders based on the UMKC Supplemental Instruction Model
- Assist with becoming qualified and maintaining certification for UMKC Certification Program
- Assist with recruitment of Supplemental Instruction Leaders
- Conduct session observations and evaluations, and provide constructive feedback to improve Supplemental Instruction Leader performance
- Assist with development of Supplemental Instruction Schedule
- Assist with promotion of Supplemental Instruction, including announcements, promotional materials and other creative strategies
- Facilitate weekly and semester trainings and meetings
- Develop and update materials, handouts and employee documents
- Maintain, monitor and create resource files

#### *Additional SARC Services & Events*

- Participate in the Study Union event every semester, including creating Study Union schedule, creating and utilizing a communication plan, attending meetings and trainings, creating and modifying training materials and tabling at the event
- Serve as a Learning Skills Specialist, providing one-on-one learning skills consultations to UCF students
- Reviewing study skills and learning theories and continuing education in these areas
- Develop study skills handouts, modules and other materials for the SARC website
- Facilitate academic workshops for students
- Table at events to promote SARC services
- 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 areas in Counselor Education, Higher 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**

- This position will start as an hourly position in the Summer 2016 term on an hourly basis. Pending budget, training and other factors, this position is expected to become a Graduate Assistant position in the Fall 2016 term. Graduate Assistants receive a tuition waiver and stipend, paid bi-weekly.