

UCF Supplemental Instruction Program Frequently Asked Questions (FAQ) for Student Applicants

*Please read SI Leader Job Description pdf first.

1. Does this position have flexible hours?

Yes. The Student Academic Resource Center (SARC) understands that our employees are also students, and we do our best to schedule your position responsibilities around your classes. We do however, require that you are available to attend the class that you are applying for every week (so please compare this with your schedule), and our introduction training which will be on August 17th and 18th, 2017 all day. Applicants cannot be hired without these particular hours of availability.

2. Should I just apply for one class, or should I apply for several at once?

We encourage all applicants to apply for as many Supplemental Instruction positions that they qualify for, and are comfortable with, at one time. This way, if you are selected for an interview, you will be interviewed for all SI positions you have applied for at one time.

3. Do I need a UCF faculty member to fill out my form, or can it be someone else?

It is a requirement that your recommendation form come from a UCF faculty or staff member. We very strongly encourage you to get this from the professor of the class that you want to do SI for although another UCF faculty or staff member from the same department is ok if needed. If you are applying for several positions, it is not required that you get more than one form completed, although you can submit multiple if you would like. Within the application, 3 references are required. One can be the professor that filled out your form, and the other two can be any professional or academic reference you prefer (past supervisor, etc.)

4. How much does this position pay?

Our Supplemental Instruction Leaders are generally paid \$9.75 per hour. It is possible to increase pay over time by committing to the program for over a year and earning excellent semester reviews by your supervisor.

5. Can I apply for a class I'm doing well in now, but haven't received an "A" yet?

Yes. If you are doing very well in a course this semester, please apply for that course and begin the process. We will check your grade before you are fully hired and if you receive an "A" you will satisfy the criteria and it will be possible to hire you at that time.

6. Can I apply if I took this class at another school?

Yes, it is possible to apply. However, students who have taken the class at UCF will sometimes have priority if the course content is different.

7. What will the hours breakdown look like?

Approximately 10-14 hours per week total –

SI Lecture time – 3-4 hours

SI Session times – 4-5 hours

SI Meeting time – 1 hour

SI Prep/Observation time – 2 hours

Optional review sessions and other responsibilities may be considered.

8. Is the deadline for application materials a firm deadline?

In most cases, yes. It is possible to make an exception for small pieces of the application, such as the Faculty Reference Form by a day or two if it is in progress or waiting to confirm whether a student applicant has received an “A” grade for a particular course. The rest of the packet must be completed by the deadline.

9. I submitted my application online, what do I do now?

Please be sure that your Faculty Reference Form has been submitted, by checking in with the professor or staff that you have asked to refer you. If you are selected, you will be notified by email through the email address that you submitted on your application.

10. Where can I go for questions?

Please email the SARC Supplemental Instruction Coordinator directly, by emailing kristen.horton@ucf.edu. Please give us 3-5 business days to reply during hiring season.