



UNIVERSITY OF CENTRAL FLORIDA
STUDENT ACADEMIC RESOURCE CENTER

SI Research Assistant Job Description

The Student Academic Resource Center (SARC) is seeking an undergraduate UCF student to fill the position of **Research Assistant for Supplemental Instruction (SI)**. This is a part-time (10-15 hours per week), OPS position, reporting to SARC's Assistant Director.

Primary Duties

- Perform the statistical analyses necessary to produce monthly, semester, annual, and special reports needed for SARC and the SI program.
- Retrieve UCF student data using SAS Enterprise Guide and Pegasus Mine Portal.
- Perform the statistical analyses necessary to create reports on the impact of SI on student success and retention as needed by the Assistant Director.
- Design, oversee data input for, and analyze data from end-of-semester surveys.
- Analyze data from SARC, SI and other surveys and produce reports.
- Have the ability to network and handle large files of data.
- Perform all classroom scheduling tasks for SI sessions and create the SI schedule every semester.
- Responsible for reserving general-purpose classrooms for test review sessions and other SARC meetings and events.
- Track and update student attendance for SI and OPAL sessions on a weekly basis.
- Create grids and assist SI leaders in capturing student attendance at SI sessions.

Additional Duties

- Research and generate new methods to gather and report data as well as create more effective ways to manage data and report results.
- Provide training to SI leaders on effective ways to handle their attendance records.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Advanced Knowledge of MS Excel required.
- Experience with MS Word required.
- Knowledge of Visual Basic or other programming language highly desirable.
- Experience with SQL highly desirable.
- Knowledge of MS Access desirable.
- Experience with SPSS, SAS, or similar statistical package highly desirable.
- Curious and inquisitive, with a willingness to learn and pursue growth in related fields.
- Excellent (oral and written) communication skills.

Job application available at: <http://sarc.sdes.ucf.edu/employment>

Contact: Dr. Ana C. Mack: Ana.Mack@ucf.edu