



Title of Position:	Graduate Assistant
Area of Focus:	Academic Support for UCF Summer Access Program & ACE Program
Supervisor:	Brandy Espinosa, Coordinator of Academic Support Services
Estimated Hours:	20 hours per 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 Access program (approximately 400 students). In the second, the GA will assist in creating and implementing academic support for FTIC students on academic probation (approximately 100 students in the fall and 400 in the spring).

Responsibilities:

Access

- Assist Coordinator with preparation of SARC's role & responsibilities within the Access Program
- Organize and maintain accurate database of incoming Access students' 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 and supervising Access peer mentoring/student 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 with preparation of the ACE program
- Assist in facilitating Academic Probation Information 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 and weekly meetings 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
- Promote SARC services during orientations and other university events through tabling events
- Conduct one-on-one Learning Skills Consultations with students and maintain notes
- Assist Outreach Coordinator with planning and implementation of Study Union during fall & spring terms, including recruitment, hiring, training, and scheduling Stream Team for Study Union
- 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 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)

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 Access & ACE 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.