Project A+ Graduate Assistantship
Position Available for Fall 2013

Program Overview
The Student Academic Resource Center (SARC) UCF provides high-quality academic support programs, including tutoring and Supplemental Instruction, and various other academic programs and services. Supplemental Instruction (SI) provides opportunities for students enrolled in traditionally difficult classes to work with peer SI leaders who have successfully completed the course. SI Leaders are trained to facilitate study groups called SI sessions, where they help students learn study strategies applied to the course content presented during the regularly scheduled course lectures.

Position Description
The Project A+ Graduate Assistant (GA) is a two-semester 20-hour/week position reporting to the Assistant Director of SARC. The Project A+ GA will assist with training, recruitment, supervision, and evaluation of over 40 undergraduate SI leaders and SI mentors. The Project A+ GA will also serve as SARC learning specialist and assist with facilitation of academic workshops and outreach programs.

Responsibilities
1. Assist with the development and implementation of a comprehensive training program for SI Leaders based on the UMKC Supplemental Instruction model
2. Assist with the recruitment (interviewing and hiring) of SI Leaders
3. Conduct SI session observations and provide constructive feedback to improve SI Leader performance and adherence to the SI model
4. Assist with the development of the SI Session Schedule
5. Assist SI Leaders in promotion of SI program to UCF students and develop creative ways to boost student attendance
6. Assist with SI class announcements during the first week of the semester
7. Facilitate weekly SI meetings
8. Responsible for preparation of Test Results Reports for faculty
9. Develop and update SI materials and handouts
10. Maintain resource files for use of SI leaders and ensure new materials are added
11. Monitor SI attendance files
12. Serve as Learning Specialist, providing one-on-one learning skills consultations to UCF students
13. Assist with facilitation of academic success workshops and other outreach programs
14. Develop study skills handouts, modules and other materials for the SARC website
15. Assist with “Study Union” review sessions during final exams
16. Assist with facilitation of summer and fall The Game Plan seminars
17. Other duties as assigned
Knowledge, skills, and abilities required

- Effective organizational, decision-making, and critical thinking skills
- Ability to work independently with minimum supervision
- Desire to serve as mentor to enhance academic, personal, and social development
- Desire to learn and pursue a career in learning assistance and academic development
- Understanding of Student Development and Learning Theory
- Ability to communicate effectively with large groups
- Demonstrated proficiency in Word, Excel, PowerPoint and Outlook email.
- Must be available to start in the Fall 2013 semester
- Must be available to work 20 hours per week, with possible occasional weekends, during the Fall 2012 and Spring 2013 semesters.
- Must enroll in a minimum of 9 credit hours for the fall and spring semesters to remain eligible for assistantship.

Salary and Benefits

- Competitive with GA’s major department assistantships; paid bi-weekly
- Tuition waiver
- Gain valuable experience in academic success programs, program assessment, and student services

Application Process

All qualified candidates interested in the Project A+ Graduate Assistant (GA) positions may apply now by completing the online application found on the SARC website. The application form must include an updated resume and a cover letter that contains the following information:

1) What experiences have you had that relate to this GA position?
2) Describe your philosophy in working with college students in the area of academic success
3) Describe what you expect to gain as a Project A+ GA

All application materials must be sent to:
Dr. Ana C. Mack, Assistant Director
University of Central Florida, Student Academic Resource Center (SARC)
P.O. Box 163115, Orlando, FL 32816-3115
or hand-delivered to SARC in Howard Phillips Hall 113.

Deadline: all application materials must be received by Friday, July 19th, 2013.

We will review all applications and schedule qualified candidates for interviews beginning on July 30, 2013 and ending on August 2, 2013 or until positions are filled. A decision will be made by August 5, 2013.

For any questions about the Project A+ GA position, please contact SARC at 407-823-5130.