



# Student Academic Resource Center

## Academic Outreach Graduate Assistantship One (1) position available

<b>Title of Position:</b>	Graduate Assistant (GA)
<b>Area of Focus:</b>	Academic Support and Outreach for SARC
<b>Supervisor:</b>	Coordinator of Tutoring and Academic Outreach
<b>Estimated Hours:</b>	20 hours a week

### **Program Overview**

The Student Academic Resource Center (SARC) provides high-quality academic support programs, including peer tutoring, Supplemental Instruction (SI), ACE Coaching, academic success workshops, academic outreach, and other academic programs and services

### **Position Description**

The Academic Outreach Graduate Assistant (GA) is a 20-hour per week position reporting to the Coordinator of Tutorial and Outreach Services at SARC. The GA will assist the Coordinator in the day-to-day operations of SARC Tutorial and Outreach Services at SARC

### **Responsibilities**

- Assist the Coordinator with tasks and responsibilities within the SARC Peer Tutoring and Outreach Services Programs
- Assist with development, planning, and facilitation of in-person and online Academic Success Workshops
- Organize and assist with coordination and facilitation of summer, fall, and spring campus outreach events such as orientation & Study Union
- Develop online academic resources, including content for modules and webcourses
- Develop and implement creative ways to market, promote and boost student participation in SARC services
- Implement and utilize new technologies for academic support and outreach services
- Assist the Coordinator with faculty outreach and communication.
- Manage SARC's social media accounts
- Assist with the development of a communication plan for SARC programs
- Assist the Coordinator with compiling student data for monthly and semester reports
- Assist the Coordinator with reviewing the tutor payroll bi-weekly
- Participate in tutor orientations, on-going tutor trainings, and mentor meetings
- Other duties as assigned

### **Additional Responsibilities**

- Assist with preparation and delivery of Academic Success Workshops
- Promote SARC services during orientations and other university events
- Assist the Coordinator with planning and implementation of Study Union during fall and spring terms.
- 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.)
- Facilitate one-on-one learning skills consultations as needed.

### **Required Qualifications**

- Bachelor's degree
- Currently enrolled/will be enrolled (already accepted) in a UCF master's program by the Spring 2019 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**

- Solid organizational and problem-solving skills
- Thorough and detail-oriented
- Interest and/or experience in working with students from diverse backgrounds
- At least 1 year availability (available to serve in GA position until May 2020)
- Ability to work independently with minimum supervision
- Ability to meet deadlines and follow directions
- Effective and strong organizational, public speaking, decision-making, event planning and critical thinking skills
- Proficient in the use of social media for communication in academic settings
- Desire to serve as a mentor to enhance academic, personal, and social development
- Ability to communicate effectively and comfortably with large groups
- Demonstrated proficiency in Word, Excel, PowerPoint and Outlook
- Must enroll in a minimum of 9 graduate credit hours for the fall and spring semesters (6 for summer semester) to remain eligible for assistantship
- Must be available to work at least 20 hours per week, with occasional evenings
- Strong writing, interpersonal and communication skills

### **Application Process**

All qualified candidates interested in the Academic Outreach Graduate Assistantship position must apply by completing the online application found on SARC's website. The application form must include an updated resume and a cover letter that addresses the following questions:

- 1) What experiences do you have that relate to this position?
- 2) Describe your philosophy in working with college students in the area of academic success.
- 3) Describe any experience you have working in academic settings?
- 4) What do you expect to gain through employment with SARC in this position?

**Deadline:** All application materials must be received by **Sunday, November 25<sup>th</sup> @ Noon.**

SARC will review all applications and schedule qualified candidates for interviews until position is filled.

For any questions about this position, please contact SARC at 407-823-5130.