



SARC Lab Leader Position Description

Title of Position:	Lab Leader (Front Desk/Student Assistant)
Report To:	Coordinator, Academic Support Services I
Estimated Hours:	5-20 hours per week (dependent on funding and availability)
Rate of Pay:	\$9.00 per hour (increases possible after multiple semesters with positive evaluations)

Lab Leaders at the University of Central Florida's Student Academic Resource Center assist with facilitating day to day operations of SARC, the SARC Tutor Lab and the SARC Tutor Lab at CECS. Responsibilities include providing visitors and staff with information, managing the SARC email and phone, assisting professional and student staff, helping with special projects and updating materials.

Lab Leader Responsibilities

- Greet students, staff, and visitors and provide answers to questions
- Become knowledgeable about SARC functions, services and programs
- Monitor telephone, email and mail services at SARC
- Monitor and assist students with TutorTrac login procedure
- Assist with daily office operations (copying, filing, restocking supplies, etc.)
- Create bulletin boards, flyers, and other marketing or educational resources as assigned
- Assist professional staff with special projects, errands and other duties as assigned
- Maintain scheduled office hours with regular attendance and punctuality
- Participate in all trainings and team meetings

Benefits of Becoming a SARC Lab Leader

- Develop leadership, communication and customer service skills
- Develop professional relationships and networking opportunities with staff, faculty and students
- Earn referrals and letters of recommendation

Criteria Needed to Apply

- Current enrollment as a UCF student with a minimum of 6 credit hours per semester
- This position is a Federal Work Study position - must have FWS to apply
- Minimum UCF GPA of a 2.5 to apply and must maintain good academic standing to continue position
- Must be available at least 5-10 hours per week consistently during the semester
- Must have good communication and time management skills

How can I apply to be a Lab Leader?

To apply to be a Lab Leader, submit your application packet online at <http://sarc.sdes.ucf.edu/employment> using the Employment Application link. Individuals selected for interviews will receive follow up via email.

Questions? Contact:

Kristen Fanfarelli, Coordinator – Supplemental Instruction

kristen@ucf.edu

Phone: 407-823-5130

<http://sarc.sdes.ucf.edu>

Due to high volume of requests during hiring season, please allow a few days for response.