



<b>Title of Position:</b>	Graduate Assistant
<b>Area of Focus:</b>	Supplemental Instruction & Academic Support
<b>Supervisor:</b>	Academic Support Coordinator I
<b>Estimated Hours:</b>	20 hours per week

*The primary function of this position is to assist SARC with the Supplemental Instruction Program at UCF. This position will assist with observing, supervising and providing feedback to Supplemental Instruction Leaders as well as assisting with office needs for this program. Additionally, this position assists with additional SARC services including facilitating workshops, assisting with outreach events, holding ACE Coaching appointments, and assisting with SARC Lab Leaders.*

## Responsibilities:

### *Supplemental Instruction*

- Assist with the development and modification of comprehensive training program for SI Leaders based on the UMKC Supplemental Instruction Model
- Assist with becoming qualified and maintaining certification for UMKC Certification Program
- Assist with recruitment of Supplemental Instruction Leaders
- Conduct session observations and evaluations, and provide constructive feedback to improve Supplemental Instruction Leader performance
- Assist with development of Supplemental Instruction Schedule
- Assist with promotion of Supplemental Instruction, including announcements, promotional materials and other creative strategies
- Facilitate weekly and semester trainings and meetings
- Develop and update materials, handouts and employee documents
- Maintain, monitor and create resource files

### *Additional SARC Services & Events*

- Participate in the Study Union event every semester, including creating Study Union schedule, creating and utilizing a communication plan, attending meetings and trainings, creating and modifying training materials and tabling at the event
- Serve as an ACE Coach, providing one-on-one learning skills consultations to UCF students
- Reviewing study skills and learning theories and continuing education in these areas
- Develop study skills handouts, modules and other materials for the SARC website
- Facilitate academic workshops for students
- Table at events to promote SARC services
- Assist with training SARC Lab Leaders and assist with maintaining Lab Leader program
- 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 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)
- Must enroll in a minimum of 9 graduate credit hours for the Fall and Spring terms to remain eligible for a graduate assistantship.
- Must be available to work at least 20 hours per week

**Preferred Qualifications:**

- Masters degree areas in Counselor Education, Higher Education, Education or Psychology preferred
- Prefer at least 1 year availability
- 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
- Experience with Tutoring and/or Supplemental Instruction
- 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**

- This position is a Graduate Assistant Position that includes a bi-weekly stipend and tuition waiver in the Fall 2019 term. Depending on SARC budget and the selected individual, Summer 2019 may start as a hourly paid, OPS position.
- All positions are dependent on budget and may change at any time.