



Title of Position: Graduate Assistant
Area of Focus: Academic Support for UCF ACE Program & Summer Access Program
Supervisor: Kiara Kumar, Coordinator
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 (ACE) program. In the first, the GA will assist in creating and implementing academic support for FTIC students conditionally admitted 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 academically at-risk FTIC students (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 in developing and assembling training materials and facilitating training for the Access student staff

Academic Coaching & Engagement

- Assist Coordinator with preparation of the ACE program
- 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
- Conduct one-on-one Academic Coaching 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 degree program by the Spring 2020 semester; must enroll in a minimum of 9 graduate credit hours for the fall and spring semesters (6 for the summer term)
- 3.00 cumulative GPA or higher (undergraduate GPA should be used for those accepted but not yet enrolled in a master's/doctoral program)
- Must be available to work at least 20 hours per week

Preferred Qualifications

- Master's degree programs in Higher Education, Counselor Education, or Psychology preferred
- At least one year of availability (available to serve in GA position until December 2020)
- 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
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Salary and Benefits

- The Access & ACE Graduate Assistant role will start immediately in spring 2020. Both a tuition waiver and stipend (paid bi-weekly) will be available.

Please note: Position is contingent upon funding and may change at any time

Application Process

- All qualified candidates interested in the ACE & Access Graduate Assistant position must complete the online application on SARC's employment website. The application form must include an updated resume, two references, 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 Friday, October 11 at noon. SARC will review all applications and schedule qualified candidates for interviews until the position is filled. For any questions about this position, please contact SARC at (407)823-5130.

