**Title of Position:** Graduate Assistant

**Area of Focus:** Supplemental Instruction Program

**Supervisor:** Erika Staiger, SI Coordinator

**Estimated Hours:** 20 hours per week

*The primary function of this position is to assist the SI Coordinator with the management of the Supplemental Instruction Program at UCF. Supplemental Instruction is a learning support program available to UCF undergraduate students enrolled in many historically difficult courses. The SI Graduate Assistant will be responsible for assisting the coordinator with the hiring, training, and management of 40-50 undergraduate SI Leaders. Other duties include assisting with office work, assisting with outreach events such as academic workshops and tabling, and conducting ACE Coaching appointments.*

**Responsibilities:**

*Supplemental Instruction*

* Assist with the recruitment and hiring of SI Leaders
* Observe SI Sessions and provide constructive feedback to improve SI Leader performance
* Conduct bi-annual performance evaluations of SI Leaders
* Assist coordinator with day to day functions of the Supplemental Instruction program
* Track and maintain Supplemental Instruction program data and assist with reports as requested
* Plan and facilitate weekly group meetings for Supplemental Instruction staff
* Assist in planning and facilitating semester trainings based on the UMKC Supplemental Instruction Model
* Track SI Leader attendance, disciplinary points, and other records
* Develop and update materials, handouts, and employee documents
* Assist in the development of the SI schedule
* Assist with the promotion of Supplemental Instruction including making announcements, promotional materials, and coming up with creative strategies

*Additional SARC Duties*

* Collaborate with other GAs and full-time staff to plan and deliver the Study Union event twice yearly
* Create the Study Union schedule and assist in the development of training modules
* Service as an ACE Coach, providing one-on-one learning skills consultations to UCF students
* Facilitate academic workshops
* Develop study skills handouts, modules and other materials for the SARC website
* Table at events to promote SARC services
* Other duties as assigned

**Required Qualifications:**

* Bachelor’s degree
* Currently enrolled or accepted into a UCF master’s program matriculating no later than Fall 2020
* 3.00 cumulative GPA or higher (For those accepted, but not yet enrolled in a master’s program undergraduate GPA will 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 20 hours per week

**Preferred Qualifications:**

* Currently or will be enrolled in a Masters/Doctoral degree program in Higher Education, Counselor Education, or Psychology by Fall 2020
* 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
* Familiar with Qualtrics, Canvas, and Wordpress
* 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
* Strong organizational and problem-solving skills
* Ability to work independently, meet deadlines, and follow directions

**Salary and Benefits:**

* This role is a contract graduate assistantship that includes a bi-weekly stipend and tuition waiver beginning in Fall 2020. Depending on SARC’s budget and the selected candidate’s preference, the position could begin in Summer 2019 as an hourly paid (OPS) position. The tuition waiver and stipend would still begin in Fall 2020.
* This position is contingent upon budget and is subject to change at any time