



Academic Advancement Programs

Outreach Assistant (Fall 2022- Spring 2023)

UCF Academic Advancement Programs (AAP) prepares underrepresented, low-income and first-generation college students to pursue advanced degrees. AAP works in collaboration with faculty, staff, local, and national partners to provide graduate school preparation programs and services. Students have the opportunity to participate in a variety of initiatives designed to increase their knowledge of the graduate school application process, graduate school funding, summer research programs, and fellowship opportunities.

Position Description: AAP is searching for 2-4 Outreach Assistants to help spread the message of AAP graduate school preparation programs, services, and initiatives through presentations, social media, and other innovative ways to UCF community while acting as an ambassador for AAP. Position Responsibilities include:

- Aid in planning and implementing workshops and other graduate school preparation programs
- Assist in marketing new advising initiatives through a variety of media including newsletter and university communications
- Communicate with students, faculty, and staff about their scheduled appointments, possible presentations, and recorded videos requested by AAP Staff
- Act as an ambassador for UCF and AAP by welcoming and thanking external guests who visit the campus to meet UCF students
- Attend and complete necessary trainings as a student employee in AAP
- Perform other duties as assigned

Required Qualifications:

- Enrolled full time (12 undergraduate credit hours) at the University of Central Florida
- Demonstrated excellence in written and oral communication
- Ability to take initiative and work independently
- Demonstrated commitment to serving a diverse student population

Preferred Qualifications: Familiarity with Academic Advancement Programs, students who have met with Pre-Grad Coach, attended AAP workshops or events, or participated in an AAP structured program. Demonstrate leadership, initiative, and a positive attitude.

Hours: Typical hours can range from 10 hours – 15 hours per week and will begin for the fall 2022 semester. Students may continue through the summer 2023 semester. Students interested in starting summer 2022 may communicate with AAP Coordinator, Raquel Toro.

Apply: Please submit a letter of interest and resume/CV as an attachment to Raquel Toro at raquel.toro@ucf.edu by Friday, March 25th at 5:00PM, and send any questions about the position to Raquel Toro.

Please indicate if you are eligible for Federal Work Study or FWEP in your letter of interest.