



Academic Advancement Programs

AAP Office Assistant

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 a range of graduate school preparation programs and services. Students have the opportunity to participate in a variety of initiatives designed to increase their awareness and knowledge of the graduate school application process, graduate school funding, summer research programs, and fellowship opportunities.

The AAP Student Assistant assist the AAP team by aiding in the development and maintenance of workshops, advising, and assessment: graduate school preparation for UCF students.

Position Responsibilities:

- Assist in planning and implementing program activities, including workshops, outreach requests, and panel events
- Assist in marketing AAP programs and initiatives through email communications and other modalities
- Aid in organizing, implementing, and assessing AAP events and programmatic data collection
- Assist with maintenance of AAP webpage and departmental email account
- Provide administrative support and maintain program records
- 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.