**SARC Lab Leader Position Description**

Title of Position: Lab Leader (Front Desk/Student Assistant)

Report To: Administrative Assistant III

Estimated Hours: 5-20 hours per week (dependent on funding and availability)

Rate of Pay: $9.00 per hour (increases possible after multiple semesters with positive evaluations)

Lab Leaders at the University of Central Florida’s Student Academic Resource Center assist with facilitating day-to-day operations of SARC, the SARC Tutor Lab and the SARC Tutor Lab at CECS. Responsibilities include providing visitors and staff with information, managing the SARC email and phone, assisting professional and student staff, helping with special projects and updating materials*.*

**Lab Leader Responsibilities**

* Greet students, staff, and visitors and provide answers to questions
* Become knowledgeable about SARC functions, services and programs
* Monitor telephone, email and mail services at SARC
* Monitor and assist students with Myknightsstar login procedure
* Assist with daily office operations (copying, filing, restocking supplies, etc.)
* Create bulletin boards, flyers, and other marketing or educational resources
* Assist professional staff with special projects, errands and other duties as assigned
* Maintain scheduled office hours with regular attendance and punctuality
* Participate in all trainings and team meetings

**Benefits of Becoming a SARC Lab Leader**

* Develop leadership, communication and customer service skills
* Develop professional relationships and networking opportunities with staff, faculty and students
* Earn referrals and letters of recommendation

**Criteria Needed to Apply**

* Current enrollment as a UCF student with a minimum of 6 credit hours per semester
* This position is a Federal Work Study position - must have FWS to apply
* Minimum UCF GPA of a 2.5 to apply and must maintain good academic standing to continue position
* Must be available at least 5-10 hours per week consistently during the semester
* Must have good communication and time management skills

**How can I apply to be a Lab Leader?**

To apply to be a Lab Leader, submit your application packet online at <http://sarc.sdes.ucf.edu/employment> using the Employment Application link. Individuals selected for interviews will receive follow up via email.

**Questions? Contact:**

Shannon Colon, Administrative Assistant III Rebecca Piety, Director

Shannon.colon@ucf.edu Student Academic Resource Center/University Testing Center

http://sarc.sdes.ucf.edu Rebecca.Piety@ucf.edu