



UCF

UNIVERSITY OF CENTRAL FLORIDA

Student Academic

Resource Center

Student Learning and Academic Success

Location: Trevor Colbourn Hall, room 117

Phone: 407-823-5130

Email: sarc@ucf.edu

Website: www.academicssuccess.ucf.edu/sarc

SARC Technology Assistant Job Description

Title of Position:	SARC Technology Assistant
Report To:	SARC Assistant Director
Hours:	20 hours per week. This is an in-person position.
Rate of Pay:	Commensurate with education and experience

The primary function of this position is to assist the SARC staff with all technical aspects of delivery of academic support services online. This includes live-streaming SARC programs and events, providing training and technical support to SARC professional and student staff, acting as webmaster, providing technical support for online and hybrid sessions, and providing solutions to improve the delivery of SARC's online services.

Live-Streaming Duties

- Responsible for all technical aspects of live streaming SARC review sessions, academic workshops, and other SARC-hosted events, including uploading and maintaining the recordings on the SARC YouTube channel.
- Responsible for training and supervision of student staff during the Study Union event, to ensure all final review sessions are live streamed and recorded.

Online Services Duties

- Provide training, supervision, and technical support to professional and student staff in connection with the delivery of online and hybrid academic support sessions.
- Assist and train student staff with technical issues related to online platforms, software, and peripheral equipment.
- Creates instructional materials for professional and student staff on the use of online platforms, software, and peripheral equipment.
- Responsible for checkout and inventory of equipment for delivery of online sessions.
- Provide training for SARC professional and student staff in the use of SARC lab technologies (smart boards and Crestron system.)
- Serve as SARC webmaster, updating and maintaining departmental websites.
- Responsible for the production of SARC academic success and instructional videos, including captioning for accessibility.
- Serve as administrator of SARC's YouTube channel.
- Create, implement, and maintain repository of interactive online learning-based modules using Flash, JavaScript, and other software.

Additional Duties

- Research and generate creative ideas on how to reach online students through the use of interactive web content.
- Performs technology needs assessments; researches and evaluates new technology to determine whether it could be beneficial for the department.
- Provide technical support to the University Testing Center (UTC) as needed.
- Other duties as assigned.

Preferred Qualifications

- UCF undergraduate student with at least one year of availability

Division of Student Learning and Academic Success

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- Experience working with A/V technology such as high-definition digital video cameras, livestreaming equipment, and projectors highly desirable.
- Experience with HTML5, CSS3, PHP required.
- Experience with JavaScript, JQuery, Content Management Systems (WordPress)
- Experience with web design, instructional technologies and/or interactive web content.
- Experience with video/photo editing and digital media technologies.
- Enthusiastic and creative, with a willingness to learn and pursue growth in the field of instructional technology.
- Excellent (oral and written) communication skills.
- Strong organizational and problem-solving skills
- Ability to work independently, meet deadlines, and follow directions.