



## SI Research Assistant Job Description

The Student Academic Resource Center (SARC) is seeking an undergraduate UCF student to fill the position of **Research Assistant for Supplemental Instruction (SI)**. This is a part-time (15-20 hours per week), OPS position, reporting to SARC's Assistant Director.

### Primary Duties

- Perform the statistical analyses necessary to produce monthly, semester, annual, and special reports needed for SARC and the SI program.
- Perform the statistical analyses necessary to create reports on the impact of SARC programs on student success and retention as needed by the Assistant Director.
- Retrieve UCF student data using SAS Enterprise Guide and Pegasus Mine Portal for reporting purposes.
- Analyze data from SARC surveys and produce reports.
- Perform all classroom scheduling tasks for SI sessions and create the SI schedule every semester.
- Responsible for reserving general-purpose classrooms for test review sessions, as well as SARC meetings and events.
- Track and update student attendance for both face-to-face and online SI sessions on a weekly basis.
- Create and distribute attendance grids and assist SI leaders in capturing student attendance at both face-to-face and online SI sessions.

### Additional Duties

- Research and generate new methods to analyze data and report results as well as create more effective ways to manage large data files.
- Provide training to SI leaders on effective ways to handle their attendance records.
- Other duties as assigned.

### Knowledge, Skills, and Abilities:

- Advanced Knowledge of MS Excel required.
- Experience with MS Word required.
- Knowledge of Visual Basic or other programming languages highly desirable.
- Experience with SQL and MS Access highly desirable.
- Experience with SPSS, SAS, or similar statistical package highly desirable.
- Curious and inquisitive, with a willingness to learn and pursue growth in related fields.
- Excellent (oral and written) communication skills.

**Job application available at:** <http://sarc.sdes.ucf.edu/employment>

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