**ACE Graduate Assistant Job Description**

**Title of Position:** ACE Graduate Assistant

**Report To:** ACE/Access & Outreach Coordinator

**Hours:** 20 hours a week. This is an in-person position.

**Rate of Pay:** Stipend paid biweekly. Tuition waiver.

**Position Description**

*The primary function of this position is to assist SARC with the Access summer bridge program, the Academic Coaching and Engagement (ACE) program, and SARC outreach services. The GA will assist in creating and implementing academic support for FTIC students conditionally admitted to UCF each summer through the Access program. The GA support the ACE program by creating and implementing academic support for students in need of developing better study strategies to succeed at UCF. The GA will assist the coordinator in the planning and delivery of outreach services and marketing using technology.*

**Responsibilities**

Access

* Assist Coordinator with preparation of SARC’s role & responsibilities within the Access Program
* Organize and maintain accurate database of incoming Access students’ demographic & enrollment information
* Assist in implementing communication plan to incoming Access students and parents
* Collect and organize program enrollment paperwork for each Access student
* Assist in creating individual academic support schedules for all summer Access students for the Summer B term
* Assist in facilitating summer orientation sessions as needed
* Track student data and assist in creating monthly and semester reports as requested
* Assist in developing and assembling training materials and facilitating training for the Access student staff.

Academic Coaching & Engagement

* Assist Coordinator with preparation of the ACE program
* Track student data and assist in creating monthly and semester reports as requested
* Assist Coordinator in recruiting, hiring & supervising Academic Coaches
* Assist in facilitating training and weekly meetings for the Academic Coach team
* Assist Coordinator in developing materials and content for student coaching sessions

Outreach Services & Events

* Assist with development, planning, and facilitation of in-person and online Academic Success Workshops
* Promote SARC services during orientations and other university events through tabling
* Implement and utilize new technologies for academic support and outreach services
* Maintain SARC’s social media accounts on a daily basis
* Conduct one-on-one Academic Coaching with students and maintain notes
* Assist Outreach Coordinator with planning and implementation of Study Union during fall & spring terms, including recruitment, hiring, training, and scheduling Stream Team for Study Union
* Become knowledgeable about SARC support services, other academic campus resources, and techniques utilized in achieving academic success (study methods, test prep, effective note taking, active textbook reading, etc.)
* Other duties as assigned

**Required Qualifications**

* Bachelor’s degree
* Currently enrolled/will be enrolled (already accepted) in a UCF master’s degree program by the Spring 2022 semester; must enroll in a minimum of 9 graduate credit hours for the fall and spring semesters (6 for the summer term)
* 3.20 cumulative GPA or higher
* Must be available to work at least 20 hours per week

**Preferred Qualifications**

* Master’s degree programs in Higher Education, Counselor Education, or Psychology preferred
* At least one year of availability (available to serve in GA position until December 2020)
* Interest and/or experience in higher education and student personnel services
* Interest and/or experience in academic counseling
* High level of proficiency with Microsoft applications and computer skills
* Ability or strong desire to enhance the delivery of online academic support services
* Experience with facilitating presentations and/or workshops
* Thorough and detail-oriented
* Strong writing, interpersonal and communication skills
* Solid organizational and problem-solving skills
* Ability to work independently, meet deadlines, and follow directions
* Proficient in the use of online technologies
* Desire to serve as a mentor to enhance academic, personal, and social development
* Ability to communicate effectively and comfortably with large groups
* Demonstrated proficiency in Word, Excel, PowerPoint and Outlook

**Salary and Benefits**

* The ACE Graduate Assistant role is a contract graduate assistantship with a tuition waiver and stipend (paid bi-weekly). The position will start immediately in spring 2022.
* **Please note:** This position is contingent upon funding and may change at any time

**Application Process**

All qualified candidates interested in the ACE Graduate Assistant position must apply by completing the online application found on SARC’s website. The application form must include an updated resume and a cover letter that addresses the following:

1. What experiences do you have that relate to this position?
2. Describe your philosophy in working with college students in the area of academic success.
3. Describe any experience you have working in academic settings.
4. What do you expect to gain through employment with SARC in this position?

**Application Deadline**: **Sunday, October 17th at 11:59 PM.** SARC will review all applications and schedule qualified applicants for interviews until the position is filled. **Applications without cover letters will be discarded.**