Student Academic Resource Center

Location: Trevor Colbourn Hall, room 117
Phone: 407-823-5130
Email: sarc@ucf.edu
Website: www.academicsuccess.ucf.edu/sarc

Tutoring Graduate Assistantship Job Description
One (1) position open

Title of Position:	Graduate Assistant (GA)
Area of Focus:	Academic Support and Tutoring for SARC
Report To:	Coordinator of Tutoring
Estimated Hours:	20 hours a week. This is an in-person position.

Program Overview

The Student Academic Resource Center (SARC) provides high-quality academic support programs, including tutoring and Supplemental Instruction (SI), ACE Coaching, academic success workshops, outreach, and other academic programs and services.

Position Description

The Tutoring Graduate Assistant (GA) is a 20-hour per week position reporting to the Coordinator of Tutorial Services at SARC. The GA will assist the coordinator in the day to day operations of SARC group and individualized tutoring at SARC

Responsibilities

- Assist Coordinator with tasks and responsibilities within SARC's Peer Tutoring Program
- Assist the Coordinator in recruitment, hiring, and supervision of peer tutors
- Assist with scheduling one-on-one tutoring sessions (in-person and online)
- Track student attendance using MyKnightSTAR and Excel, and prepare data for monthly and semester reports
- Participate in tutor orientations, ongoing tutor trainings, and mentor meetings.
- Assist with the implementation of the College Reading Learning Association (CRLA) training program including assessments, orientation, tutor observations, and session feedback
- Assist the Coordinator in developing and maintaining a tutor training manual and other support materials
- Serve as a teaching assistant in the tutor training webcourse
- Implement and utilize new technologies for online tutoring and academic support
- Other duties as assigned

Additional Responsibilities

- Become knowledgeable about SARC support services, other academic campus resources, and techniques utilized in achieving academic success (study methods, test prep, effective notetaking, active textbook reading, etc.)
- Collect timesheets and work with supervisor to ensure timely payroll processing
- Promote SARC services during orientations and other university events
- Assist with preparation and presentation of Academic Success Workshops
- Assist the Coordinator with planning and implementation of Study Union during fall and spring terms
- Facilitate one-on-one learning skills consultations as needed

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Required Qualifications:
- Bachelor's degree
- Currently enrolled/will be enrolled (already accepted) in a UCF master's program by the Fall 2022 semester
- 3.00 cumulative GPA or higher

Preferred Qualifications:
- Solid organizational and problem-solving skills
- Thorough and detail-oriented
- Interest and/or experience in working with students from diverse backgrounds
- At least 1-year availability (available to serve in GA position until May 2023 or longer)
- Ability to work independently with minimum supervision
- Ability to meet deadlines and follow directions
- Effective and strong organizational, public speaking, decision-making, event planning, and critical thinking skills
- Proficient in the use of online technologies and social media
- 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
- Must enroll in a minimum of 9 graduate credit hours for the fall and spring semesters (6 for the summer semester) to remain eligible for this assistantship
- Must be available to work at least 20 hours per week, with occasional evenings
- Strong writing, interpersonal and communication skills

Application Process

All qualified candidates interested in the Tutoring Graduate Assistantship 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 questions:

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?

Priority Deadline: All application materials must be received by *Sunday, June 26th at 11:59 PM*.
*SARC will review all applications and schedule qualified candidates for interviews until the position is filled.

Questions? Contact:
Katie Adams, Coordinator – Peer Tutoring
Katie.adams@ucf.edu
Phone: 407-823-6636
https://academicsuccess.ucf.edu/sarc/
Due to high volume of requests during hiring season, please allow a few days for response.