



Title of Position:	Supplemental Instruction Graduate Assistant
Report To:	Supplemental Instruction Coordinator, Erika Staiger
Hours:	20 hours per week; This is an in-person position
Rate of Pay:	Tuition waiver and bi-weekly stipend

The primary function of this position is to assist the SI Coordinator with the management of the Supplemental Instruction Program at UCF. Supplemental Instruction is a learning support program available to UCF undergraduate students enrolled in many historically difficult courses. The SI Graduate Assistant will be responsible for assisting the coordinator with the hiring, training, and management of 40-50 undergraduate SI Leaders. Other duties include assisting with office work, and assisting with outreach events such as academic workshops and tabling.

Responsibilities:

Supplemental Instruction

- Assist with the recruitment, hiring, and training of SI Leaders
- Conduct performance evaluations of SI Leaders
- Track and maintain Supplemental Instruction program data and assist with reports as requested
- Plan and facilitate weekly group meetings for Supplemental Instruction staff
- Assist in the development of the SI schedule
- Collaborate with other GAs and full-time staff to plan and deliver the Study Union event twice yearly
- Facilitate academic workshops Table at events to promote SARC services
- Other duties as assigned

Required Qualifications and/or Skills:

- Bachelor's degree
- Currently enrolled or accepted into a UCF master's program matriculating no later than Spring 2022
- 3.00 cumulative GPA or higher (For those accepted, but not yet enrolled in a master's program undergraduate GPA will be used)
- Must enroll in a minimum of 9 graduate credit hours for the Fall and Spring terms to remain eligible for a graduate assistantship
- At least 1 year availability
- Must be available to work 20 hours per week

Preferred Qualifications:

- Currently or will be enrolled in a Masters/Doctoral degree program in Spring 2023
- Interest and/or experience in higher education and student personnel services



Student Academic Resource Center

Location: Trevor Colbourn Hall, Room 117

Phone: 407-823-6559

Email: sarc@ucf.edu

Website: www.academicssuccess.ucf.edu/sarc/

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- High level of proficiency with Microsoft applications
- Familiar with Qualtrics, Canvas, and Wordpress
- Ability or strong desire to enhance the delivery of online academic support services
- Experience with facilitating presentations and/or workshops
- Strong writing, interpersonal, and communication skills
- Strong organizational and problem-solving skills
- Ability to work independently, meet deadlines, and follow directions

Tuition Waiver

- This role is a contract graduate assistantship that includes a bi-weekly stipend and tuition waiver. The tuition waiver covers 9 credits in fall and spring semester and 6 credits in summer semesters.
- Position is contingent upon funding

Application Process

All qualified applicants interested in the Supplemental Instruction Graduate Assistant position must apply by completing the online application found on the Employment page of SARC's website at <https://academicssuccess.ucf.edu/sarc/employment/>. 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) What do you expect to gain through employment with SARC in this position?

Deadline: Sunday, October 16th 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.**