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

Student Academic Resource Center

SARC Graduate Assistantship Job
One (1) Tutoring Program position open

Title of Position:	SARC Graduate Assistant (GA)
Report To:	Tutor Coordinator
Estimated Hours:	20 hours a week. This is an in-person position.

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. The primary function of this Graduate Assistant position is to assist with management of SARC's tutoring services at UCF.

Responsibilities

- Assist coordinator with tasks and responsibilities within SARC's Peer Tutoring Program
- Assist with recruitment, hiring, and supervision of student staff.
- Assist with scheduling sessions
- Serve as a timekeeper to assist with payroll
- Track student attendance and prepare data for monthly and semester reports
- Plan and facilitate semester orientations, trainings, and staff meetings.
- Assist with the implementation of certification-based training program including trainings, observations, feedback, and evaluations.
- Promote SARC services during orientations, tabling, and other university events
- Assist with preparation and presentation of Academic Success Workshops and other outreach
- Collaborate with other GAs and staff to plan and implement the Study Union events during fall and spring terms
- Assist in developing and maintaining Webcourses for staff and students
- Become knowledgeable about SARC support services, other academic campus resources, and techniques utilized in achieving academic success
- Other duties as assigned

Requirements:

- Bachelor's degree
- Currently enrolled/will be enrolled (already accepted) in a UCF master's program by the Fall 2025 semester
- 3.00 cumulative GPA or higher (Undergraduate GPA will be used for those not yet enrolled in their graduate program)
- Must enroll in a minimum of 9 graduate credit hours for the Fall and Spring terms to remain eligible for a graduate assistantship
- Must be available to work 20 hours per week
- At 1 year of availability

Preferences:

- Strong decision-making, planning, critical thinking, and problem-solving skills
- Thorough, organized, and detail oriented.

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

- Ability to work independently, meet deadlines, and follow directions
- Strong writing, interpersonal and communication skills
- Experience with public speaking or facilitating presentations
- Demonstrated proficiency in Microsoft applications
- Proficient in the use of online technologies such as Qualtrics, Canvas, Wordpress
- Flexible availability for evenings and weekends

Salary and Benefits:
- 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 semesters and 6 credits in summer semesters.
- This position is contingent upon budget and is subject to change

Application Process
All qualified candidates interested in the SARC 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, March 23rd 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.