

Title of Position:	Peer Academic Consultant
Report To:	SARC Academic Support Coordinator I
Hours:	15 hours per week; this is an in-person position
Rate of Pay:	\$14.00 per hour; this position is contingent upon funding

The ACE Program facilitates academic success among UCF students by providing ongoing one-on-one academic consultations. The ACE Program is open to all students enrolled at UCF. Peer Academic Consultants will assist students with building college-level academic strategies in both programs. They will also help students develop knowledge of campus resources and enhance their connection to the university by strengthening their support system on campus. The programs also collaborate with various campus partners each semester to provide support for specific populations on campus.

Responsibilities

- Conduct one-on-one academic consultations
- Assist students with building college-level academic strategies using the below topics:
 - Time management & organizational skills
 - Learning styles and study skills
 - Test prep & test-taking strategies
 - Textbook reading & note-taking
 - Memory & concentration
 - Goal setting & motivation
 - Stress management
 - Online learning
 - Campus resources
- Complete all administrative duties accurately on time
- Participate in preliminary and on-going trainings and team meetings
- Assist students in evaluating study habits/knowledge of online courses and identifying obstacles to their learning process
- Serve as a role model for students by maintaining a positive attitude and cultivating relationships
- Document all academic consultations & maintain accurate student files
- Submit student reports to supervisor(s) regarding progress of students
- Communicate training needs and/or student concerns to supervisor(s)
- Provide timely and open communication with SARC staff regarding students' progress, issues and concerns in an effort to increase effectiveness of the ACE Program
- Participate in observations and final evaluations
- Other duties as assigned

Required Qualifications

- Currently enrolled as a UCF student
- At least 24 credits earned at UCF if undergraduate; at least nine credits earned at UCF if graduate student
- Able to attend the mandatory training session at the beginning of the semester and weekly meetings
- Must be in good academic standing with the university; minimum GPA of a 3.0 or higher

Preferred Qualifications

- Experience working with students in a mentoring (or similar) role
- Strong interpersonal and communication skills; ease in relating to people from diverse backgrounds
- Solid time management and organizational skills; problem-solving skills; high attention to detail

Application Process

All qualified applicants interested in the Peer Academic Consultant 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:

- A resume WITH a cover letter. Save them as one file and attach them to your application when prompted.
Applications submitted without a cover letter and/or resume will NOT be considered.
- Provide three professional references, including at least **ONE UCF Faculty or Staff Member**. You **DO NOT** need to submit a letter of recommendation; only provide their contact information in the application.

Questions? Contact:

Jessica Johnson, Coordinator - Academic Consultation and

Engagement Jessica.Johnson@ucf.edu

Phone: 407.823.2879

<https://academicssuccess.ucf.edu/sarc/>