



Student Academic Resource Center

UNIVERSITY OF CENTRAL FLORIDA

Location: Trevor Colbourn Hall, Room 117
Phone: 407.823.2879
Email: jessica.johnson@ucf.edu
Website: www.academicssuccess.ucf.edu/sarc/

Title of Position: SARC Graduate Assistant

Area of Focus: Academic Support for SARC ACE Program & Outreach Programs

Supervisor: Jessica Johnson, ACE & Outreach Programs Coordinator

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 SARC with the Academic Consultation and Engagement (ACE) program and SARC outreach. The GA will assist with planning and implementing academic support for UCF students who attend an ACE session. Additionally, the GA will assist with the development, planning, and facilitation of outreach activities.

Responsibilities

Academic Consultation & Engagement

- Assist Coordinator with planning for the ACE program
- Track student data and assist in creating monthly and semester reports as requested
- Assist Coordinator in recruiting, hiring & supervising Peer Academic Consultants
- Assist in developing and assembling training materials and facilitating training for the ACE staff
- Assist in facilitating weekly meetings for the ACE staff
- Assist Coordinator with developing and organizing staff schedules
- Assist Coordinator in developing materials and content for ACE sessions
- Assist the Coordinator with ACE staff observations and evaluations
- Conduct academic consultations with students and maintain notes as needed

Outreach

- Prepare and present Academic Success Workshops on behalf of SARC and throughout the academic year
- Promote SARC and University Testing Center services during orientations and other university events through tabling
- Develop and implement creative ways to market, promote and boost student participation in SARC services by managing SARC's social media accounts
- Implement and utilize new technologies for academic support and outreach services
- Compile and organize outreach data and write weekly, monthly, and semester reports
- Foster partnerships and relationships with other campus offices and regularly communicate with campus partners to advertise SARC's services

Additional SARC Duties

- Organize and assist with coordination and facilitation of Study Union Tabling during the fall and spring semesters.
- 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 Summer 2025 semester; must enroll in a minimum of 9 graduate credit hours for the fall and spring semesters (6 for the summer term)
- 3.0 cumulative GPA or higher (undergraduate GPA should be used for those accepted but not yet enrolled in a master's/doctoral program)

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 Summer 2027)
- Interest and/or experience in higher education, student personnel services, and academic counseling
- High level of proficiency with Microsoft applications, Zoom, and computer skills
- Thorough and detail-oriented, strong writing, solid organizational, problem-solving, and interpersonal and communication skills

Scheduling and Availability

- Must be available to work at least 20 hours per week.
- Must be available to work weekends and evenings if necessary.
- Must be available to work for at least three consecutive semesters; one full year commitment.

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.

Please note: Position is contingent upon funding and may change at any time

Application Process

All qualified applicants interested in the ACE and Outreach Graduate Assistant position must apply by completing the online application found on the Employment page of SARC's website at <https://academicsuccess.ucf.edu/sarc/employment/> The application form must include an updated resume and a cover letter that addressed 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?

The deadline for the positions listed above is Sunday, March 23rd, 2025 at 11:59 p.m.

SARC will review all applications and schedule qualified applicants for interviews until the position is filled.