



Student Academic Resource Center

UNIVERSITY OF CENTRAL FLORIDA

Location: Trevor Colbourn Hall, Room 117

Phone: 407-823-6559

Email: sarc@ucf.edu

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

Title of Position: SARC Graduate Assistant

Report To: Supplemental Instruction Coordinator

Hours: 20 hours per week in-person

Rate of Pay: Tuition waiver and bi-weekly stipend of \$5,000 per semester

The Student Academic Resource Center (SARC) provides high-quality academic support programs, including tutoring and Supplemental Instruction (SI), 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 **Supplemental Instruction (SI)** services at UCF.

Responsibilities:

Supplemental Instruction

- Assist with the recruitment, hiring, and training of SI Leaders and other student staff
- 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 and semesterly trainings 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 and participate in other outreach as needed
- Assist in developing webcourse training materials 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

Required Qualifications and/or Skills:

- Bachelor's degree
- Currently enrolled or accepted into a UCF master's program matriculating no later than Fall 2026
- 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



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Preferred Qualifications:

- Currently or will be enrolled in a Masters degree program in Spring 2027
- Interest and/or experience in higher education and student personnel services
- 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
- Availability on evenings and select weekends

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, November 1st at 11:59 PM. SARC will review all applications and schedule qualified applicants for interviews until the position is filled. **Applications without cover letters and/or resumes will be discarded. Applications written using AI will be discarded.**