



## Graduate Assistant: Office of the QEP

The Quality Enhancement Plan (QEP) is a component of UCF's accreditation with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The mission of UCF's Quality Enhancement Plan (QEP), *What's Next: Integrative Learning for Professional and Civic Preparation*, is to prepare our undergraduates to successfully enter and participate in the next steps of their professional and civic lives. The Office of the QEP is seeking a Graduate Assistant to support this initiative.

This is a full-time position (20 hrs/week). The Graduate Assistant will work with both the Office of the QEP and the University Writing Center. Approximately 15 hours per week will be spent at the University Writing Center as a peer tutor providing individual and small-group writing and e-Portfolio support to students, from first year to graduates in every discipline, as well as faculty, and staff, while studying writing center research and theory. The remaining hours will be devoted to the Office of the QEP supporting integrative learning initiatives and research.

Applicants will be accepted from all disciplines; however, preference will be given to students with strong written and oral communication skills and experience with visual design.

### **Applicants must meet the following requirements in order to be eligible for the position:**

- ▶ Student must be an active, full-time graduate student
- ▶ Student must maintain a minimum 3.0 GPA
- ▶ Student must enroll (or have already taken) in a 3.0 credit hour graduate course in fall 2017 (ENC5276: Theory and Practice of Tutoring Writing)

### **Preferred Qualifications include:**

- ▶ Availability to begin over summer 2017 (paid, OPS hourly)
- ▶ Exemplary written and oral communication skills
- ▶ Digital media competency, especially in website design
- ▶ Interest in theory and practice of innovative pedagogies

### **Support:**

This position awards a **\$5000.00** semesterly stipend and tuition waiver starting in the fall 2017 semester and continuing into spring 2018.

Interested applicants should submit their applications to [QEP@ucf.edu](mailto:QEP@ucf.edu) no later than **March 24th, 2017** including:

- ▶ Personal statement
- ▶ Curriculum vitae
- ▶ A brief writing sample of no more than 10 pages