



## SARC Peer Tutor Job Description

<b>Title of Position:</b>	SARC Peer Tutor
<b>Report To:</b>	SARC Academic Support Coordinator I
<b>Hours :</b>	4-6 hours per week; This is an in-person position
<b>Rate of Pay:</b>	\$9.50 per hour; <i>This position is contingent upon funding</i>

*SARC's Peer Tutoring is an academic support program consisting of peer-facilitated group and one-on-one tutoring sessions for undergraduate courses. Peer tutoring occurs at the following locations: TCH117, SARC@CECS, ARC@UCF Downtown. and online. Subjects supported are generally within the STEM field, but may also include College of Business courses, foreign languages, and more.*

### Responsibilities:

- Lead a minimum of 4 hours of tutorial time per week for a specific course.
- Communicate with course professors to discuss material being covered in tutoring, inform them of SARC services and to promote SARC peer tutoring.
- Attend and participate in monthly peer tutor training sessions.
- Create study hand-outs for students, present test reviews and participate in SARC events.

### Benefits of being a SARC Peer Tutor

- Further develop personal study skills to the most efficient level.
- Discover ways to help others learn how to learn better. This is excellent experience for future teachers.
- Gain valuable skills such as leadership, communication, and group facilitation. These skills are desired by most employers and graduate schools.
- See your impact on students as they earn better grades, develop more positive attitudes, build confidence, and become more independent learners.
- Enhance chances of winning assistantships in graduate school.

### Minimum Criteria Needed to Apply

- An "A" grade in the course you intend to tutor.
- A minimum cumulative GPA of 3.0
- A good recommendation from a UCF faculty member, preferably the instructor who taught the course of interest. The Tutoring Faculty Reference Form is available here: [https://ucf.qualtrics.com/jfe/form/SV\\_8d1AwhOg5U98LtP?Q\\_JFE=qdg](https://ucf.qualtrics.com/jfe/form/SV_8d1AwhOg5U98LtP?Q_JFE=qdg)
- Willing to commit at least six (6) hours per week
- Able to attend the PAID **mandatory, in-person** training session on August 19<sup>th</sup> and 20<sup>th</sup>, as well as required training meetings throughout the semester.
- Must have a reliable internet connection.
- Preference will be given to those who are available for at least 1 year.

### Preferred Qualifications and/or Skills:

- Effective presentation skills



**Student Academic  
Resource Center**

Student Learning and Academic Success

UNIVERSITY OF CENTRAL FLORIDA

Location: Trevor Colbourn Hall, room 117

Phone: 407-823-5130

Email: sarc@ucf.edu

Website: [www.academicssuccess.ucf.edu/sarc](http://www.academicssuccess.ucf.edu/sarc)

- Previous work experience in a student services department such as academic support, TRIO, or academic advising.

**Application Process**

All qualified applicants interested in the SARC Peer Tutor 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 along with a [Faculty](#) recommendation form.

**Priority Deadline:** All application materials must be received by **Sunday, July 11<sup>th</sup>, 2021**. SARC will review all applications and schedule qualified applicants for interviews until the position is filled.