SARC Peer Tutor Job Description

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

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_8d1AwOg5U98LlP?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 19th and 20th, 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
• 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://academicsuccess.ucf.edu/sarc/employment/](https://academicsuccess.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 11th, 2021**. SARC will review all applications and schedule qualified applicants for interviews until the position is filled.