



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:	\$11.50 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 6 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 3.2
- 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
- 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://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 11th, 2021**. SARC will review all applications and schedule qualified applicants for interviews until the position is filled.