



SARC@UCF Downtown Assistant Job Description

Title of Position:	Tutoring Assistant
Report To:	Coordinator of Tutoring Services
Hours:	15 hours a week (OPS Hourly). This is an in-person position.
Rate of Pay:	\$14.50 per hour

Position Description

The Tutoring Assistant for SARC@UCF Downtown is a 15-hour per week position reporting to the Coordinator of Tutoring Services at SARC. The Tutoring Assistant will aid the Coordinator in the day to day operations of SARC group and individualized tutoring at the Downtown Campus.

Responsibilities

- Assist the Coordinator in recruitment, hiring, and supervision of peer tutors for the Downtown Campus
- Supervise face-to-face tutoring activity at the Downtown Campus
- Assist with scheduling group and one-on-one tutoring sessions (in-person and online)
- Collect timesheets and work with supervisor to ensure timely payroll processing
- Track student attendance using MyKnightSTAR and Excel, and prepare data for monthly and semester reports
- Support assessment of the pilot program at the Downtown Campus
- Assist with tutor orientations, ongoing tutor trainings, and mentor meetings specifically for the Downtown Campus
- Assist with the implementation of the College Reading Learning Association (CRLA) training program including assessments, orientation, tutor observations, and session feedback
- Assist the Coordinator in developing and maintaining a tutor training manual and other support materials for the Downtown Campus
- Serve as a teaching assistant in the tutor training webcourse
- Implement and utilize new technologies for online tutoring and academic support
- Other duties as assigned

Additional Responsibilities

- Become knowledgeable about SARC support services, other academic campus resources, and techniques utilized in achieving academic success (study methods, test prep, effective notetaking, active textbook reading, etc.
- Promote SARC services at the Downtown Campus
- Assist the Coordinator with planning and implementation of Study Union during fall and spring terms.



Student Academic Resource Center

UNIVERSITY OF CENTRAL FLORIDA

Location: Trevor Colbourn Hall, room 117

Phone: 407-823-5130

Email: sarc@ucf.edu

Website: www.academicssuccess.ucf.edu/sarc

Required Qualifications

- Currently enrolled/will be enrolled (already accepted) in a UCF degree program
- Already earned 60 or more credit hours or a graduate student
- 3.20 cumulative GPA or higher
- Able to travel to the UCF Downtown Campus as needed

Preferred Qualifications

- Bachelor's degree
- Leadership or supervisory experience
- Solid organizational and problem-solving skills
- Thorough and detail-oriented
- Interest and/or experience in working with students from diverse backgrounds
- Ability to work independently with minimum supervision
- Ability to meet deadlines and follow directions
- Effective and strong organizational, public speaking, decision-making, event planning, and critical thinking skills
- Proficient in the use of online technologies
- Desire to serve as a mentor to enhance academic, personal, and social development
- Ability to communicate effectively and comfortably with large groups
- Demonstrated proficiency in Word, Excel, PowerPoint, and Outlook
- Must be available to work at least 15 hours per week, with occasional evenings
- Strong writing, interpersonal and communication skills

Application Process

All qualified candidates interested in the Tutoring Assistant position must apply by completing the online application found on SARC's website. The application form must include an updated resume and a cover letter that addresses the following:

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. Describe any experience you have working in academic settings.
4. What do you expect to gain through employment with SARC in this position?

Questions? Contact:

Katie Adams, Coordinator – Peer Tutoring

Katie.adams@ucf.edu

Phone: 407-823-6636

<https://academicssuccess.ucf.edu/sarc/>

Due to high volume of requests during hiring season, please allow a few days for response.