



**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

SARC Peer Tutor Job Description

Title of Position:	SARC Peer Tutor
Report To:	SARC Academic Support Coordinator I
Hours :	6 -10 hours per week; Remote and in-person work required
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

- Discover ways to help others learn how to learn better. This is an 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.
- Further develop personal study skills and learning strategies.
- Develop close relationships with UCF faculty, potentially leading to contacts, assistantships, or other opportunities

Minimum Criteria Needed to Apply

- A minimum cumulative GPA of 3.2+ and an "A" grade in the course you intend to tutor.
- 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_4Zq7LTEZP9ymB8y
- Willing to commit at least six (6) hours per week
- Able to attend the mandatory training session at the beginning of the semester and monthly trainings

Preferred Qualifications and/or Skills:

- Preference will be given to those who are available for at least 1 year.
- Effective presentation skills and comfortable leading groups
- Previous work experience in a student services department such as academic support, TRIO, or academic advising.



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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 WITH a cover letter. **Applications with a resume or cover letter will NOT be considered.**
- Three professional references, including at least ONE UCF professor/faculty member who will complete the [Faculty](#) recommendation form. Please note that **this is NOT a letter of recommendation** — it is much shorter. **No letter of recommendation is required for this position.** The other two references only need to give you their permission to share their contact information with us.

Priority Deadline: All application materials must be received by **Sunday, November 13th, 2022.** SARC will review COMPLETED applications and schedule qualified applicants for interviews until the position is filled.

Questions? Contact:

Katie Adams, Peer Tutoring Coordinator

Email: 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.