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: $13.00 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, and online. Subjects supported are generally within the STEM field, but 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_aaAdMoKPNtD2CKa
• Willing to commit at least seven (7) hours per week
• Be able to commit at least one full semester to the program
• 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.
**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 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 reference 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 12th, 2023**. SARC will review COMPLETED applications and schedule qualified applicants for interviews until the position is filled.

**Questions? Contact:**
Katie Adams, Peer Tutoring Coordinator
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Phone: 407-823-6636
[https://academicsuccess.ucf.edu/sarc/](https://academicsuccess.ucf.edu/sarc/)
*Due to high volume of requests during hiring season, please allow a few days for response.*