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; 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, SARC@UCF Downtown, 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_87lfUVlhoLr9dwW
• Willing to commit at least six (6) 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/.

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, April 2nd, 2023. 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://academicsuccess.ucf.edu/sarc/
*Due to high volume of requests during hiring season, please allow a few days for response.