# Student Academic Resource Center
**UCF** | UNIVERSITY OF CENTRAL FLORIDA

Location: Trevor Colbourn Hall, room 117
Phone: 407-823-5130
Email: sarc@ucf.edu
Website: www.academicsuccess.ucf.edu/sarc

## SARC Peer Tutor Job Description

**Title of Position:**  SARC Peer Tutor
**Report To:**  SARC Academic Support Coordinator I
**Hours :**  7- 12 hours per week; Remote and in-person work required
**Rate of Pay:**  $15.00 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
- See your impact on students as they earn better grades, develop more positive attitudes, build confidence, and become more independent learners. 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.
- 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.
- 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, including presenting on Zoom or a similar platform
- Has previously attended SARC Peer Tutoring or SI Sessions

### 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/.

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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 SARC Faculty Reference Form. You can find the most current link on the SARC Employment page, linked here: https://academicsuccess.ucf.edu/sarc/employment/ 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.

**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.