



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:	\$16.00 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, 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://sarc.sswb.ucf.edu/employment/>.



Student Academic Resource Center

UNIVERSITY OF CENTRAL FLORIDA

Location: Trevor Colbourn Hall, room 117

Phone: 407-823-5130

Email: sarc@ucf.edu

Website: <https://sarc.sswb.ucf.edu/>

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://sarc.sswb.ucf.edu/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://sarc.sswb.ucf.edu/>

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