



**Student Academic Resource Center (SARC)
Tutorial Services**

Tutor Application (Paid Positions)

About the SARC Program:

SARC is an academic support unit for all UCF students. SARC offers many services in addition to tutoring. Other services include academic advising for freshmen students, supplemental instruction, assistance with the College Level Academic Skills Test (CLAST), the General Knowledge Exam, and the assistance with learning skills through individual appointments and academic success workshops, and additional access to computers through the SARC lab.

About SARC Tutorial Services:

SARC provides free peer tutoring to undergraduate UCF students in the following areas: Accounting, Economics, Statistics, Chemistry, Biology, Physics, Astronomy, and Human Physiology. SARC also provides assistance to those needing help with the Math portion of CLAST and General Knowledge exams. SARC provides tutorial assistance 24 hours daily during final exam week. SARC tutorial services are internationally certified through the College Reading and Learning Association (CRLA). SARC averages a tutorial staff of 40 per semester with tutors offering assistance between 6-8 hours per week.

Tutor Credentials:

- ✘ Sophomore, junior, or senior, standing at the University of Central Florida.
- ✘ Received a B or an A in the course(s) one wishes to tutor.
- ✘ Received a very good to excellent recommendation completed by a faculty/staff person at the University of Central Florida or from a person who is familiar with them as a student.
- ✘ Must have no campus disciplinary record.
- ✘ Completed a successful interview with the Assistant Director of SARC.

Tutor Skills & Attributes:

- ✘ A tutor needs to be able to demonstrate excellent **time management** skills. A tutor must be able to balance one's academic, extra-curricular, and tutorial responsibilities.
- ✘ A tutor needs to be able to demonstrate excellent **organizational skills**. A tutor must be able to assist tutee(s) in organizing the completion of course assignments.
- ✘ A tutor needs to be a **motivator**. A tutor must be willing to encourage their tutee(s) to become better students. To hold them accountable for being prepared for tutorial sessions. To motivate them to be both verbally and physically active during tutorial sessions.
- ✘ A tutor needs to be **encouraging and forceful**. A tutor must give praise when success on any level should occur. A tutor must be forceful in providing a "reality check" regarding their tutee's lack of progress or lack of focus on academic responsibilities.
- ✘ A tutor needs to be able to **communicate** well to a diverse student population. A tutor must be able to be **creative** in order to explain content material through a variety of methods.

Duties & Tasks:

- ✘ Tutor students in specific subject areas to meet the individual needs of those students in a particular academic area, but **do not complete class assignments or provide assistance with any work being completed for a grade.**
- ✘ **Be on time** for all tutoring and training sessions.
- ✘ Prepare for tutoring sessions by planning questions, developing practice quizzes and tests, etc.

- ✘ Participate in an **evaluation** process to gauge performance and plan to work on areas that need attention.
- ✘ **Inform students of SARC services** such as academic success workshops.
- ✘ Keep **tutorial documentation up-to-date**, including time sheets and CRLA training requirements.

College Reading and Learning Association (CRLA) Certification:

- ✘ Participation in CRLA tutoring training sessions is **required and mandatory**.
- ✘ CRLA is an international certified tutor training organization.
- ✘ There are **three levels** of different certification encompassing different topics and requirements for completion. A tutor will complete one level of CRLA per semester.
- ✘ Completion of CRLA requirements are in the form of attending tutor training sessions, creation of tutoring handouts, evaluation of services, and individual appointments with the Associate Director.

Compensation:

Tutors are paid for their tutorial time scheduled, attending CRLA tutor training sessions, attending tutorial staff meetings, and for participation in other various SARC activities. Pay rate will be discussed during the interview process. If you are **work-study eligible**, please check yes on the application. If you **do not know** if you are, please check your MyUCF account. It will be listed under Polaris Student Self-Service and then under financial aid. If no information is given, please complete a FAFSA at www.fafsa.ed.gov.

Tutor Schedules:

During the fall and spring semesters, the SARC lab is opened Monday – Thursday 8:00 am – 8:00 pm, Friday 8:00 am – 5:00 pm, and on Sunday from 3:00 – 8:00 pm Tutors are able to create their own schedule within the time frame of SARC lab hours.

Tutors are under the direct supervision of SARC's Associate Director
Jennifer Wright
PH 115 407-823-5130
jewright@mail.ucf.edu

SARC Tutors – The Best in the Business

Home to the

2004-2005 National Tutoring Association Tutor of the Year

Elizabeth Keller, General Knowledge Math Tutor

Student Success Center
Student Academic Resource Center
Division of Student Development and Enrollment Services

Complete all of the sections of the following application and return all materials to HPH 115.
Once all applications materials are received, you will be contacted for an interview.



**University of Central Florida
Student Academic Resource Center
Letter of Recommendation**

Dear _____,
(recommender's name)

On behalf of the Student Academic Resource Center (SARC), _____
(applicant's name)
has applied to tutor in _____. To the best of your knowledge please
(subject area)
evaluate the competency of this prospective tutor's ability in the aforementioned course(s).

	Excellent	Very Good	Good	Fair	Poor	Unable to Evaluate
1. Mastery of subject						
2. Ability to apply subject knowledge						
3. Ability to communicate ideas						
4. Level of responsibility						
5. Integrity						
6. Interaction with other students						

_____ I highly recommend this student for the position of tutor with SARC.
 _____ I recommend this student for the position of tutor with SARC with reservation.
 _____ I do not recommend this student for the position of tutor with SARC.

Additional Comments:

Signature _____ Date _____

Department _____

You may allow the student to return the recommendation to me or you may mail the recommendation to:

Jennifer Wright, Associate Director SARC
 P.O. Box 163115 HPH 115
 Orlando, FL 32816-3115
 Fax Number: 407-823-2051

Thank you for the time and consideration you will give this matter.

Sincerely,

Jennifer Wright

Jennifer Wright, Associate Director SARC