



Undergraduate Student Tutor JOB SUMMARY Academic Success Center (ASC)

Job Summary: Peer Tutors provide learning support in selected coursework in which they have demonstrated high academic achievement. General duties include facilitating individual and/or group study sessions, attendance at required tutor training sessions and meetings, and assisting other staff when requested. *These positions are intended to be in-person and not remote.*

Nature of Work: Tutors are able to work up to 20 hours per week. New tutors are expected to complete tutor training to maintain active tutor status. (More information regarding tutor training will be provided in later stages of the hiring process). Examples of typical duties for this position include:

- Providing subject matter expertise in a given subject to assist with and support the learner's knowledge
- Utilizing tutoring best practices to support student learning
- Keeping the learner as the central focus of all work
- Strengthening students' ability to learn effectively and efficiently
- Presenting themselves in an inviting, helpful, and approachable manner
- Creating an atmosphere of mutual respect and trust for students and coworkers
- Establishing collaborative working relationships with other tutors, instructors, and front desk staff
- Flexibility regarding assigned tutoring areas which will vary depending on student needs
- Continuous development of subject area knowledge through training and assigned activities
- Attending meetings and trainings, as needed
- Completing review assignments on-time

Pay Rate: \$12.00 an hour

Schedule: Variable and flexible according to class schedule and ASC hours of operation.

Minimum Qualifications: Currently enrolled, USF students in good academic standing with a minimum overall GPA of 3.25. Grade of B+ or higher in courses in the tutored subject.

Work Location: Tutors are expected to be available to students for both drop-in tutoring and scheduled appointments. Tutors offer in-person tutoring and writing consultation to students out of the Student Success Lounge in SMC C107 at the USF Sarasota-Manatee campus.



**Undergraduate Student Tutor
APPLICATION
Academic Success Center (ASC)**

Name: _____

U Number: _____

Major: _____

Overall GPA: _____ **USF Email:** _____

Address: _____

Please list the subject areas (and grades earned) that you would be comfortable in providing tutoring services to other USF undergraduate students. Please note, a grade of B+ or higher in courses in the tutored subject is required.

	Subject:	Number:	Name:	USF Grade Earned:
Example:	CHM	2023	Chemistry For Today	A
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

Semester/Term: _____

Expected Availability:

Mondays: _____ to _____ and _____ to _____

Tuesdays: _____ to _____ and _____ to _____

Wednesdays: _____ to _____ and _____ to _____

Thursdays: _____ to _____ and _____ to _____

Fridays: _____ to _____ and _____ to _____