



## PEER TUTORING CENTRE

### JOB DESCRIPTION FOR THE POSITION OF PEER TUTOR (LIMASSOL CAMPUS) 2018-19

#### COORDINATORS

NAME / DEPARTMENT/OFFICE	Athanassiou Andrea & Eliana Michael (Nicosia) Charalambous Ismene (Limassol) Studies and Student Welfare Service
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#### JOB POSITION

Title	<p><b>Peer Tutor</b></p> <p><b>This call is for the position of Peer Tutor in Nicosia, for the following courses:</b></p> <ul style="list-style-type: none"> <li>- AMAT100 (COLLEGE ALGEBRA)</li> <li>- AMAT 106 (CALCULUS FOR BUSINESS AND SOCIAL SCIENCE) – Business Administration</li> <li>- AMAT 110 (BUSINESS MATHEMATICS) – Business Administration / Maritime Studies</li> <li>- AMAT 111 (CALCULUS AND ANALYTIC GEOMETRY I)</li> <li>- AMAT 112 (STATISTICS I)</li> <li>- AMAT 122 (CALCULUS AND ANALYTIC GEOMETRY II)</li> <li>- AMAT 181 (LINEAR ALGEBRA WITH MATLAB)</li> <li>- AMAT 300 (PROBABILITY AND STATISTICS)</li> <li>- APHY111 (MECHANICS, HEAT AND WAVES WITH LAB)</li> <li>- APHY112 (ELECTROMAGNETISM AND OPTICS WITH LAB)</li> <li>- ACSC182 (PROGRAMMING PRINCIPLES I) - Computer Science/ Computer Engineering</li> <li>- ACSC183 (PROGRAMMING PRINCIPLES II) - Computer Science/ Computer Engineering</li> <li>- ACES124 (QUANTITATIVE METHODS) – Computer Science</li> <li>- ACSC288 (DATA STRUCTURES) – Computer Science/ Computer Engineering</li> <li>- AFMA 101 (MATHEMATICS I) - Accounting &amp; Finance</li> <li>- AFMA 102 (MATHEMATICS II) - Accounting &amp; Finance</li> <li>- AFIN 101 (BUSINESS FINANCE I) - Business Administration / Maritime Studies / Accounting &amp; Finance</li> <li>- AFIN 102 (BUSINESS FINANCE I) - Business Administration / Maritime Studies / Accounting &amp; Finance</li> <li>- ABSE 101 (INTRODUCTION TO MICROECONOMICS) - Business Administration / Maritime Studies / Accounting &amp; Finance</li> <li>- ABSE 102 (INTRODUCTION TO MACROECONOMICS) - Business Administration / Maritime Studies / Accounting &amp; Finance</li> <li>- ABSE 203 (MICROECONOMIC ANALYSIS) - Business Administration / Maritime Studies / Accounting &amp; Finance</li> </ul>
Duration	Academic Year 2018-2019 (including 2 <sup>nd</sup> Examination Period in September).
Compensation	Hourly fee/deduction from tuition

Description of Duties	<ul style="list-style-type: none"> <li>● Provision of small group and individual tutoring to undergraduate students of the University. In particular, tutors are expected to assist other students (tutees) with identifying problem areas and questions they may have on a particular course topic, provide academic assistance in specific subject areas and help tutees develop effective study and learning skills.</li> <li>● Tutors are expected to work closely with the Academic Faculty members who teach the courses in order to obtain course syllabi and materials and to discuss the course content and instruction methodologies.</li> <li>● Participate, when necessary, in Peer Tutoring Training Sessions.</li> <li>● Keep records of tutoring sessions in an accurate and timely manner.</li> <li>● Attend meetings and work closely with members of the Academic and Organizational Committees.</li> <li>● Peer Tutors are expected to adhere to the Rules and Regulations of Frederick University and those of the Peer Tutoring Centre.</li> </ul>
Hours	Every peer tutor is expected to work at the Centre a minimum of 4hrs/week and no more than 20hrs/week. The Peer Tutoring Centre will be closed during the Examination Periods of January and June but will operate for a week prior to the 2 <sup>nd</sup> Examination Period in September.
Minimum Requirements & desired skills and abilities.	<ul style="list-style-type: none"> <li>● “A” in the course one is interested in tutoring.</li> <li>● Overall CGPA of 8.5/10 and over.</li> <li>● Excellent interpersonal and communication skills</li> <li>● Well organized and committed</li> <li>● Sense of maturity, patience and responsibility</li> <li>● Appropriate and professional behaviour at all times.</li> </ul>
Application Procedure / Submission of Documents	<p><i>Those who are interested in applying for the Peer Tutor Position must complete the following two application forms:</i></p> <ul style="list-style-type: none"> <li>● <b><u>“On –Campus General Employment Form”</u></b></li> <li>● <b><u>“Peer Tutoring – Employment Application Form”</u></b></li> </ul> <p><b><u>Both application forms must be submitted by Thursday, October 4, to the PTC Organizational Committee (Office 29, Limassol).</u></b></p> <p><i>For more information regarding the Peer Tutoring Centre and Peer Tutor Duties, please contact the PTC Coordinators (contact details above).</i></p>
Candidate Selection Process	<p>All applicants will be invited to an interview. Candidates will be notified for the interview place and time via phone and email (webmail).</p> <p>All successful candidates will need to attend a mandatory training prior to assuming their duties.</p>