



# FREDERICK UNIVERSITY

## PEER TUTORING CENTRE

### JOB DESCRIPTION FOR THE POSITION OF PEER TUTOR 2024-25

#### COORDINATOR

NAME / DEPARTMENT/OFFICE	Eliana Michael Studies and Student Welfare Service
Contact Details	Email: <a href="mailto:tutoringcenter@frederick.ac.cy">tutoringcenter@frederick.ac.cy</a> , tel. 22394459

#### 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: SCHOOL OF ENGINEERING</b></p> <ul style="list-style-type: none"> <li>- AMAT100 (COLLEGE ALGEBRA)</li> <li>- AMAT 111 (CALCULUS AND ANALYTIC GEOMETRY I)</li> <li>- AMAT 122 (CALCULUS AND ANALYTIC GEOMETRY II)</li> <li>- AMAT 181 (LINEAR ALGEBRA WITH MATLAB)</li> <li>- APHY111 (PHYSICS I)</li> <li>- APHY112 (PHYSICS II)</li> <li>- ACSC182 (PROGRAMMING PRINCIPLES I) - Computer Science/ Computer Engineering</li> <li>- ACSC183 (PROGRAMMING PRINCIPLES II) - Computer Science/ Computer Engineering</li> <li>- ME114 (RIGID BODY MECHANICS / STATICS) – Mechanical Engineering</li> </ul> <p><b>The courses supported by the Tutoring Center each semester are based on the demand of the students and the Department.</b></p>
Duration	Academic Year 2024-2025 (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> </ul>

	<ul style="list-style-type: none"> <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 the application form:</i></p> <ul style="list-style-type: none"> <li>• <b><i>“Peer Tutoring – Employment Application Form”</i></b></li> </ul> <p><b>The application form must be submitted online the latest by October,11, 2024.</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 that fulfil the above criteria will be invited to an interview. Candidates will be notified for the interview via phone and email (student webmail).</p> <p>All successful candidates will need to attend a mandatory training prior to assuming their duties.</p>