



Key Roles and Responsibilities

TasSTAR Peer Tutor Program

Project Manager

The position of Project Manager is currently supported by the School of Agricultural Science, UTAS. The Manager provides overall guidance and oversees compliance with funding guidelines. The Manager liaises with the funding body (Ian Potter Foundation), UTAS Vice-Chancellor's Office, Faculty Dean and Heads of Schools, and school/college Principals.

Project Coordinator

The position of Coordinator is currently supported by the project (funding from the Ian Potter Foundation and partners). The Coordinator is responsible for the day-to-day running of the program, including recruitment, training, placement and support for peer tutors, liaison with UTAS and school/college Link Staff, program evaluation and reporting, provision of information and support, and promotional activities.

UTAS Link Staff

This position can be an academic staff member or staff involved with School promotional activities. The Link Staff are the main point of contact between the UTAS School and the Coordinator, liaising on any aspects of the program, especially relating to recruitment or ongoing peer tutor support. Link Staff assist in ensuring all staff within the School are aware of and understand the peer tutor program, they help disseminate program information and may arrange for the Coordinator to visit the School and meet with potential peer tutors, and they may also assist in any school/college visits to UTAS throughout the year.

School/College Link Teacher

The Link Teacher is the main point of contact between the school/college and the Coordinator. They liaise with the Coordinator on all aspects of the program relating to the school/college. They may, for example: attend the tutors' training to explain the school 'ethos' and their expectations; help ensure that all staff understand the peer tutor program; arrange for peer tutors to be given a tour of the school on their first day; introduce peer tutors to their classroom teachers and other staff; and maintain regular contact with the classroom teachers to check on peer tutors' progress and advise on any problems.

Visit TasSTAR online: www.utas.edu.au/nwc/tasstar or contact us for further information:

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*TasSTAR is an initiative of the School of Agricultural Science,
in conjunction with
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