Instructions for completing the Math Lab Tutor application packet

1. Complete the application form in its entirety.

2. Complete the availability form indicating the days and times you are available to work.

3. Obtain a reference from a math instructor of your choice. The instructor may complete this on the Math Lab “For Faculty” webpage or the instructor can print the form and return to Nathalie Vega-Rhodes in the Math Lab, Second floor of the Parker Williams Library.

4. The following items constitute a complete application:

   - [ ] the completed application (form submitted online)
   - [ ] completed availability form (may be emailed or turned in)
   - [ ] a copy of your transcript (may be emailed or turned in)