INFORMATION FOR PROSPECTIVE EMPLOYEES

Thank you for your interest in becoming a student assistant for the Math Lab at San Jacinto College South! This page provides information about what student assistants do and how you can sign up to be a student assistant.

What are Math Lab student assistants expected to do?

Student assistants are expected to assist students with logging in and out of our tracking system, TutorTrac. Additionally, student assistants log in and out resources, including calculators and inventory. Student assistants answer any questions students may have. Student assistants are expected to attend training before the semester starts. Student assistants should also assist the Lab Supervisor in advertising Math Lab services as well as with special events.

What do student assistants earn?

Hourly rates are based on the Part-Time Hourly Rate as set forth by San Jacinto College. Student assistants earn a rate of $7.25 per hour.

Can I be a volunteer and not fill out all the sign-up paperwork?

Absolutely! Volunteers are always welcome! Just let the Math Lab Supervisor know that you prefer to be a volunteer.

How much do student assistants work?

It varies widely, from 0 to 19.5 hours per week. Our services are drop-in and we ask that you can devote at least 6 hours per week. Once your schedule is set, however, you will have those hours for the semester.

Can I decide when I will work?

Yes, you determine your availability. You can choose certain hours, days, evenings, or weekends. Of course, the more flexibility you have, the more hours you are likely to work. Since the sign-up process is lengthy, we strongly prefer that you plan to stay with us more than one semester. You may prefer not to be available during the summer, which is not as busy.

How do I sign up?

The first step is to fill out the Student Assistant Application Form. Please supply a copy of your transcripts, availability, and a current resume either online or delivered to room 1244 SNAD. You will also need to get an instructor’s recommendation (the instructor will deliver this form).

All applicants must have an overall GPA of 2.5 to be considered for employment. Transcripts and faculty references are required. You are responsible for asking your references to complete and return the attached reference forms. There is more paperwork to complete once a student assistant has been accepted.