Math Lab Student Assistant Job Posting Form

Semester: Ongoing

Department Name: Mathematics

Title of Position: Office Assistant

Salary: $7.25 per hour

Department Contact: Math Lab Supervisor

Contact Information: 281-998-6150 x 3367 or math.south@sjcd.edu

Hours: Specific schedule created to fit around classes. Must be flexible; nights and/or weekends may be required.

Position Description

1. NO TUTORING REQUIRED. The best candidates are highly dependable, have excellent communication skills, and an interest in working with their peers.
2. Enter data in computer tracking system
3. Log resources in and out of system.
4. Assist students as needed (finding classrooms, etc.)
5. Assist the Math Lab Supervisor in advertising tutoring services.
6. Assist with special events.
7. Help maintain the Lab – pick up used paper, put away inventory, etc.
8. Other duties as assigned.

Qualifications

1. Have completed 12 college credit hours.
2. Minimum GPA of 2.5.
3. One academic reference
4. Official college transcript
5. Great customer service skills.
6. Excellent oral and communication skills.
7. Computer skills.
8. Must have personal warmth and approachability.
9. Committed to being a team player.

**MUST COMPLETE MATH LAB ASSISTANT APPLICATION PACKET**