Math Lab Tutor Job Posting Form

Semester: Ongoing

Department Name: Mathematics

Title of Position: Math Lab Tutor

Salary: Starts at $9.00 per hour, increases with training and experience.

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. The best candidates are highly dependable, have excellent communication skills, an interest in working one-on-one or in small groups with their peers, and a solid command of the course material.
2. Provide tutoring in Mathematics and assist students as needed.
3. Assist the Math Lab Supervisor in advertising tutoring services and special events.
4. Attend one professional development workshop throughout the semester.
5. Keep up-to-date with CRLA requirements.
6. Attend monthly tutor meetings.
7. Keep up-to-date with mathematics skills for subjects that will be tutored.
8. Help maintain the Lab – pick up used paper, put away inventory, etc.
9. Other duties as assigned.

Qualifications

1. Have completed 12 college credit hours.
2. Have taken Finite Mathematics, Statistics, or above Calculus I, with a minimum grade of B.
3. Must have a minimum GPA of 2.5, with a 3.0 in mathematics. Exceptions may be made for qualified tutors who have a cumulative GPA of 3.0 and who demonstrate an earnest desire to provide competent tutorial services to SJC students. However, this tutor will be monitored on a probationary basis and expected to meet requirements after one semester of tutoring.
4. One academic reference and 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 TUTOR APPLICATION PACKET**