Math Tutor for Math Center Academic Commons Federal Work Study

Brief Description of the Position

The Math Tutor position is essential to our ability to provide uninterrupted mathematics support to students, faculty and staff during post hours of operation. Your job is to understand and deliver academic support for any mathematical topic that is brought before you to the best of your ability. If you encounter a topic that you are uncomfortable tutoring, help the student schedule a time to meet with the Math Coordinator for additional support. The Math Center offers access to computer and desk space; studying is encouraged during downtimes when duties are fully satisfied.

Primary Duties

- Academic support for students enrolled in mathematics courses
  - Provide specific and individualized skill-based tutoring for each student seeking assistance
  - Support students to develop and meet their academic goals
  - Collaborate with Math Center Coordinator regarding best-practice techniques for tutoring sessions

- Office Management
  - Record and report student traffic for each session using Excel
  - Monitor and maintain supplies and dry-erase boards as necessary
  - Other duties as assigned or requested

Special Requirements

- Friendly and helpful demeanor
- Strong-base of content knowledge for Algebra – Calculus progression