



STUDENT EMPLOYMENT JOB DESCRIPTION

Job#: 98832

Department: Math Learning Center (Center for Student Success)

Job Title: Math Learning Center Tutor

Supervisor: Diana Gage- Ufert **Phone #:** 740-366-9121 **Email:** gage-ufert.1@cotc.edu

Hourly Rate: \$ 12.30

Qualifications: *(specific training/experience required)*

Must have completed College Algebra (Math-140 or Math 1148) or higher course with a grade of B or better. Must have excellent math and communication skills, with the ability to communicate complex math ideas simply, accurately, and effectively. Must demonstrate patience while working with students at all levels, ages, and abilities. Must be able to provide good references. Need to complete a math skills assessment by the end of the first semester after being hired.

Job Description: *(specific information regarding level of responsibility, range, and complexity of duties with percentage of time for each)*

1. Must be able to tutor students in the following courses: (50%)
 - a. COTC: Math-040, Math-080, and Math-140
 - b. OSU: Math 1050, Math 1060, Math 1075, and Math 1148
2. Possibly be able to tutor students in courses depending on your training: (30%)
 - Example: calculus (Math-200 and Math 1151) and/or business calculus (Math 1131)
 - Example: statistics (Math-130 and Stat 1450)
3. Instruct students in the use of calculators and computers (10%)
4. Complete a tutor training program during the first semester hired (6%)
5. Guide students to specific reference materials and resources (1%)
6. Monitor and assist with daily operations of the Math Learning Center (2%)
7. Work with people who are currently enrolled as students and those from the community, including students in various educational programs from both institutions (1%)

This job does not replace a full-time employee.

Click here for an [application](#)

COTC Account #: 53010

OFFICE OF FINANCIAL AID USE ONLY

- Students in this job provide services that are open, accessible and designed to improve the quality of life for community residents or to solve particular problems related to those residents' needs Yes No
- Students in this job provide services to students with disabilities Yes No
- Background Check Required? Yes (BCI & FBI ~ Third Party) No