COTC - OSUN
Student Employment Job Description

Job#: 98832

Department: Math Learning Center (Center for Student Success)

Job Title: Math Learning Center Tutor

Supervisor: David George **Phone** #: 740-755-7585 **Email:** george.163@osu.edu

Hourly Rate: $ 8.75

Terms job is available: Summer X Autumn X Spring X

Times job is available: Mornings X Afternoons X Evenings X Weekends X

Include specific information regarding level of responsibility, range and complexity of duties and training/experience required for this position.

Qualifications: Must have completed 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. Need to complete a math skills assessment and have good references.

Summary of Duties:

1. Tutor students in the following courses:
    a. COTC: Math–040, Math–080, and Math–140
    b. OSU: Math 1050, Math 1060, Math 1075, and Math 1148
2. Instruct students in the use of calculators and computers
3. Complete a tutor training program during the first semester hired
4. Guide students to specific reference materials and resources
5. Monitor and assist with daily operations of the Math Learning Center
    a. Including keeping the Math Learning Center clean and organized
6. Work with people who are currently enrolled as students and those from the community, including students in various educational programs from both institutions
7. Various other duties as required

This job does not replace a full-time employee.

COTC Account #: 53010 **OSU Org-Fund** #: 09733-012510

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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 X Yes ___ No

Students in this job provide services to students with disabilities X Yes ___ No

Background Check Required? ____ Yes (SS or RD) X No

4/18/16