

Job Title	Math Tutors
PVN ID	NY-2309-005841
Category	Managerial and Professional
Location	NYC COLLEGE OF TECHNOLOGY
Department	
Status	Part Time
Hourly Rate	\$15.61-\$15.61
Hour(s) a Week	5.00-19.00
Closing Date	Nov 08, 2023 (Or Until Filled)

General Description

The Atrium Learning Center is seeking to hire 1-3 math tutors who will provide support for associate degree students in select courses. The tutors will assist students with algebra, trigonometry, calculus, and general mathematics. The modalities for instruction include computer- assisted and drop in. The tutorial staff will work on a one-to-one basis and in a group format with the students.

A math faculty member will supervise the tutors and oversee the academic content of the tutorial program. Tutors will be expected to attend a training session and monthly coordination meetings on a regular basis. The training session and meetings will be arranged based on the availability of the math coordinator, select math faculty, and the tutors. The tutors will be notified of the schedule once it is established.

Other Duties

The successful candidates will be accountable for the following:

- To tutor students on a one-to-one basis or in a group format
- To work with students in different modalities i.e., drop-in , computer assisted, etc.
- To be attentive to all students who require assistance
- To coordinate their work with other tutors who work in the center
- To actively participate in all of the Learning Center's trainings and meetings
- To record students' tutoring sessions daily to ensure the tutor log is legible and all of the information is provided for each visit, and to return the tutor log to room LG-18. at the end of each shift daily.
- To distribute the tutor session verification slips to students who request them and to ensure the slips are kept secure at all times.

Qualifications

In order to be considered for employment, an applicant must meet the following criteria;

- Have a B+ (3.3 GPA) or better in mathematics and have passed City Tech's MAT 1575
- Able to maintain a consistent weekly schedule for the fall and spring semesters
- Enjoy working with people and have considerable patience when dealing with others
- Able to communicate adequately within the academic discipline
- Experience with WebWork preferred but not required