



MATH CENTER TUTOR

Description:

Provides instructional support for U of L students individually or in small groups. Assists in specific strategies to help students be more successful in Mathematics courses including MATH 060, 070, 080, 105, 107, 109, 111, 112, 180,190, 205 and 206. Encourages students to develop confidence and to become more independent learners. Is responsible for performing the following:

General

Responsibilities:

1. Teaches students skills in Mathematics.
2. Communicates effectively with tutees.
3. Uses Accutrack and monitors sign-in and sign-out on Accutrack of tutees.
4. Stays knowledgeable in each of the courses tutored by the Math Center.
5. Complies with University Family Education Rights and Privacy Act (FERPA).
6. Assists with the Math computers, creation of handout materials, and or Web site materials if assigned as part of responsibilities during working hours.
7. Assists in administering student evaluations during each semester.
8. Attends tutor training and staff meetings as required.
9. Assists with advertising the Math Lab as assigned.

Evaluation:

Observations of new Math Center tutors and evaluations of all Math Center tutors are conducted each semester. Updated transcripts are reviewed at the end of each semester. The purpose for each observation and evaluation is to recognize and indicate good practice and to help each tutor improve his/her sessions as needed for the benefit of all tutees.