

Holy Cross College
Student Employment

Title: **Mathematics Tutor**

Department: Mathematics

Supervisor: Dr. Deborah Arangno

Email: darangno@hcc-nd.edu

Schedule: Approximately 10 hours per week to be determined with the supervisor

Rate of pay: \$12.00 per hour

Location: Vincent- Mathematics Center and alternate Classroom spaces as needed

Purpose

Mathematics tutors assist students with various levels of mathematics and assist the Director of the Mathematics Center with other duties within the department as required. We provide a professional work environment that teaches responsibility, commitment, and a strong work ethic.

Essential Job Duties:

- Greet students upon their arrival and direct them to appropriate tutors
- Answer student questions, review student work
- Assist students by explaining mathematical concepts and/or overseeing their progress
- Maintain a learning environment by monitoring noise and use of facilities; especially to ensure a healthy and safe work space
- Work on special projects as assigned (examples include helping tabulate survey, or assist with data entry)
- Keep supervisor informed of needs of students
- Performs other duties as assigned

Minimum Education, Skills and Abilities:

Required Qualifications

Level 1: Have taken Discrete Mathematics, College Algebra, Statistics, Finite and/or Pre-Calculus

Level 2/3: Have taken Calculus I, II, III; additionally Differential Equations and Linear Algebra

- Must be efficient in the assigned math level
- Alert, friendly, and attentive at all times
- Dependable with a good work ethic
- Strong interpersonal and communication skills
- Ability to work effectively with a diverse student population
- Possess basic computer skills