Position: Math Learning Center Tutor

Position Description:
Math Learning Center (MLC) tutors provide individual and small group tutoring to students in first and second year mathematics and statistics courses. They also assist students in improving academic achievement by meeting with them on a regular basis to clarify mathematical learning problems and develop mathematical habits of mind. Other assistance might include: reviewing class material, discussing the text, predicting test questions, or working on solutions to problems. In general, the tutor will provide services that supplement classroom teaching.

Qualifications:
• Currently enrolled at Wright State University.
  o Undergraduate students must register for a minimum of 6 credit hours during each semester that they work.
  o Graduate students must register for a minimum of 3 credit hours during each semester that they work.
• Must be in good standing with the university.
• Minimum Cumulative Grade Point Average of 3.00.
• Course Requirements:
  o To tutor MATHEMATICS: You must have received a grade of ‘A’ or ‘B’ in MTH 2300 or an equivalent Calculus based course.
    ▪ However, preference will be given to individuals who have completed the equivalent of MTH 2310 (Calculus 2) with a grade of ‘B’ or higher.
  o To tutor STT 1600/2640: You must have completed STT 1600/2640, or an equivalent course in Statistics with a grade of ‘B’ or higher.
• Faculty reference that can comment on your mathematical ability.
• Demonstrate knowledge and competence in the subject matter.
• Possess good organizational skills.
• Exhibit patience and positive attitudes in establishing an encouraging learning environment.
• Possess good interpersonal communication skills and ease in relating to people from varying educational, cultural, and social backgrounds.
• Possess good level of responsibility, reliability, and punctuality.
• Exhibit appropriate and professional behavior at all times.
• Strong active listening skills.

Duties and Responsibilities:
• Prepare for tutoring sessions.
• Involve tutees in a central role during tutoring activities.
• Follow-up with tutees’ progress.
• Participate in the development of workshops and training materials.
• Participate in outreach activities, e.g. presenting information regarding academic support available through the Math Learning Center.

Updated 06/2016
• Maintain a weekly schedule of available hours within the Math Learning Center.
• Attend semester orientations, MLC meetings, and tutor-training sessions as required by the Director.
• Abide by and enforce the rules of the Academic Success Centers.
• Ensure that students sign-in and properly check out materials of the Academic Success Centers.
• Assist with additional duties as needed.

Assignments/Pay:
• Paid tutors earn a minimum of $10.01 an hour for both individual and group tutoring.
• Tutoring will be assigned according to student demand, tutor availability, and seniority.
• Flexible schedule: Hours may vary with a maximum of 28 hours per week.

Learning Outcomes:
• Identify and support the mission of the Math Learning Center, University College, and WSU.
• Increase leadership abilities.
• Demonstrate the ability to work with diverse groups of people.
• Improve problem-solving and learning skills.
• Improve communication skills and develop strategies to improve student self-sufficiency.

Application:
• To apply for a tutoring position, please visit 122A Student Success Bldg or download and complete the online application.
• For additional information, contact Emanuel Clayton at 937-775-2273 or uc_mathlearningctr@wright.edu.

Updated 06/2016