



<b>Job Title</b>	Math tutor
<b>PVN ID</b>	NY-1708-002016
<b>Category</b>	Instruction and Social Service
<b>Location</b>	NYC COLLEGE OF TECHNOLOGY
<b>Department</b>	Learning Center
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$15.00
<b>Hour(s) a Week</b>	8.00
<b>Closing Date</b>	Dec 16, 2017 (Or Until Filled)

## General Description

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The City Tech Atrium Learning Center is seeking to hire 11 math tutors who will provide support for associate degree students in select courses for the fall and spring semesters. The tutors will assist students who passed and did not pass the CUNY assessment test in mathematics. More specifically, the tutors will aid students who exited a remedial courses into MAT 1190E and MAT 1275E (both of these courses have non-credited co-requisite requirements) as well as students enrolled in MAT 1175 and MAT 1275. The modalities for instruction will be computer-assisted, drop-in, and scheduled. The tutorial staff will work on 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 tutor 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 tutors. Tutors will be notified of the schedule once it is established.

## Other Duties

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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 tutors in different modalities i.e, drop-in, scheduled, computer assisted.
- 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.
- To participate in the tutor coordination meetings with the math coordinator and select math faculty.
- 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 AG 18K 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.

- To assist with other duties as assigned by the ALC director and/or ALC assistant director.

## Qualifications

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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 1475 course or its equivalent.
- Have passed the CUNY assessment tests in reading, writing, and mathematics.
- Take and pass a WebWork math exam, which includes material up to and including City Tech's MAT 1475 course or its equivalent.
- Able to maintain a consistent weekly schedule of 8 hours per week 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.