

**Holy Cross College**  
**Student Employment**  
**Fall 2019**

**Title:**         **Mathematics Tutor**

**Department:** Mathematics

**Supervisor:** Mary Merrill

**Email:**         [mmerrill@hcc-nd.edu](mailto:mmerrill@hcc-nd.edu)

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

**Rate of pay:** \$8.50 per hour

**Location:**     Vincent- Mathematics Center

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**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
- 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:** Have taken Calculus I, II, III and Differential Equations

- 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