

Department: Academic Resource Center (ARC)

Supervisor: Academic Success Coordinator (immediate supervisor); also report to all professional staff in the ARC

Position: ARC Math Lab Tutor

General Job Purpose:

Provide feedback and resources for the campus community to improve math skills and products.

Duties and Responsibilities:

- Be familiar and follow/uphold all ARC rules of confidentiality, Wartburg Student Conduct System and FERPA guidelines.
- Applicants MUST fill out ARC Student Employment application form on our web: www.wartburg.edu/arc/#job
- Familiarize self with syllabi of courses supported by the Math lab.
- Assist students with course-related questions in the Math Lab.
- Assist supervisor in training other Math Lab Assistants.
- Attend weekly meetings of the Math Lab Assistants.
- Ascertain course requirements and maintain contact throughout the term with the professors of courses supported by the Math Lab.
- Assist in the collection of attendance data for every math lab user, including student names, course title, date, and time of usage.
- Maintain a professional attitude about matters such as class standards, grades, and student complaints.

Job Qualifications:

- Second year student or above is preferred.
- Cumulative GPA of 3.0 or above is required.
- A "B" or above in courses supported by the Math Lab is required, prior enrollment in courses supported by the Math lab is preferred.
- -Content competency is required.
- Good interpersonal and communication skills are required.