

Math Learning Center (MLC) Tutor Job Description

Description:

MLC Tutors help students become independent learners of mathematics by assisting with the development of their critical thinking skills and elevating their confidence and ability to solve math problems on their own.

Responsibilities:

1. Support students individually or in small groups with understanding content by helping them develop the skills necessary for learning mathematics: providing subject-area knowledge and mentoring students on the strategies, techniques, and attitudes needed for successful mastery of the material.
2. Complete appropriate forms for appointments and select student populations.
3. Proper use of the queue system for drop-in tutoring.
4. Adhere to set tutoring schedule.
5. Attend required tutor training sessions and all kickoff meetings. (Kickoff meetings always fall on the Thursday before each Fall/Spring semester.)
6. Respect diversity and uphold ethics and confidentiality.
7. Understand the student support services and resources that are available and either refer students as necessary (if comfortable) or communicate with managers about student referrals (if uncomfortable).

Qualifications:

- Prospective *student* employees: GPA of 3.0 or higher, pass an assessment in the course you are applying to tutor, complete the interview process, display stellar communication skills, provide a positive referral from faculty or staff in the course you are applying to tutor
- Prospective *Non-Student* employees: pass an assessment in the course you are applying to tutor, complete the interview process, display stellar communication skills, provide a letter of recommendation

Compensation:

Tutors are paid for a maximum of 10 hours of training per semester.

| | MLC Tutor | Previous LAs |
|--|-----------|--------------|
| Starting | \$13.00 | \$13.50 |
| Semester following CRLA Level 1 completion | \$13.50 | \$14.00 |
| Semester following CRLA Level 2 completion | \$14.00 | \$14.50 |
| Semester following CRLA Level 3 completion | \$15.00 | \$15.00 |

Please contact the MLC at mlc@fau.edu or stop by the center (GS 211) if you have any questions.