

## Job Description: Tutor

A tutor assists and coaches current and prospective students to become more successful and independent learners in mathematics. Tutors provide and help to integrate effective learning and study strategies for their assigned students, while at the same time helping to clarify and/or reinforce course content, assignments and material. This position only runs when classes are in session.

### Responsibilities

- Provide individualized content and skill-development academic support to current and prospective students in the Math Learning Center, or other designated locations as scheduled by supervisors, using tutoring time to focus on student academic tasks and needs.
- Help students set academic and personal goals, and monitor progress toward those goals
- Attend and complete training and development sessions as directed and scheduled by the Math Learning Center or Office of Student Success.
- Maintain functional content knowledge in all areas of mathematics supported by the MLC, especially college algebra through integral calculus. Develop knowledge in related areas of support, especially probability and statistics.
- Develop an understanding and knowledge of college services, supports, and resources.
- Make appropriate student referrals to college offices, departments or professionals, when necessary to support student physical, mental and emotional health.
- Promote the MLC and its programs and services as directed, including attending campus events, classroom visits, and engagement on social media.
- Maintain strict confidentiality of all student information, material, and discussions shared in tutoring relationships, except as required by mandatory reporting requirements.

### Pay

See pay scale below. When possible, “between grade” raises ( $\frac{1}{2}$  annual wage) will be added at semester. Completion of the college tutoring course or other equivalent training will have immediate effect. Tutors will be hired at the level commensurate with their experience. As available, additional responsibilities in the MLC may be paid at the Student Coordinator rate as appropriate.

Title	Pay per hour	Minimum requirements
Apprentice Tutor	\$11.50	See “Qualifications” below.
Standard Tutor	\$12.50	At least 2 semesters college tutoring experience, OR tutoring pedagogy class or

		certification, or first-year grad student.
Master Tutor	\$13.50	At least 4 semesters college tutoring experience, OR promotion from Standard via certification or tutoring class, OR K-12 teaching credential or college teaching experience.
Student Coordinator	\$15.00 or TA Stipend	See job description.

## Expectations as a university representative

Tutors are held to the same standard as any university employee as an extension of the University of Montana Office of Student Success and Department of Mathematical Sciences, and will conduct themselves in a professional manner at all times. Please refer to the Student Conduct Code. In addition, they are expected to follow the following professional expectations for faculty:

- Arrive on time and prepared to engage in student topics.
- Have a depth and breadth of knowledge in the field and be able to communicate this knowledge to students.
- Treat all students fairly, ensuring equal application of class standards and requirements.
- Promote academic honesty.

## Qualifications

- Passing grades in math course(s) through Calculus 2, or current enrollment in Calculus 2 and recommendation of instructor.
- Demonstrated proficiency (through transcripts and competency exam) in traditional math sequence (elementary algebra, college algebra, trigonometry, differential and integral calculus).
- Positive instructor referral/recommendation(s).
- Good academic and student conduct standing.
- Excellent verbal, written, and interpersonal communication skills.
- Currently enrolled student at the University of Montana.

## Preferred Qualifications

- Completion of at least one term of study at University of Montana.
- At least one year previous tutoring experience.
- Successful coursework in statistics, linear algebra, and/or multi-variable calculus.

- Successful completion of HONR 398 (Internship: Academic Tutoring) or equivalent tutoring/teaching certification, including CRLA, National Tutoring Association, college teaching experience, or state teaching licensure.