

The Help Sessions are a drop-in tutoring service for students needing help in lower level mathematics and statistics courses. Help sessions are held in Ritter Hall room 111, and also online over zoom.

Students seek help in the help sessions for:

- Lower division math courses (primarily Precalculus, Calculus I-III)
- Lower division statistics courses, including those that use R.
- Math courses that use Excel (Survey of Calculus, College Algebra)

Tutors are not required to be capable of answering questions in all undergraduate math/stat topics.

Hours are flexible and will be the same each week of the semester. The department will work with tutors to set hours that fit their individual schedules. We seek tutors who can work a minimum of 5 hours/week.

In combination with any additional on-campus employment, student workers may not work more than 20 hours per week during the academic year or 40 hours per week during the summer.

Responsibilities

- Be punctual for all scheduled tutoring sessions, notifying the Math/Stat department office at least one week in advance if you are unable to attend scheduled hours. If sick, the office must be notified at least three hours before the scheduled session.
- Serve as a personal resource for students regarding study skills.
- Serve as a role model of positive academic behavior, representing the University with pride and respect, in and out of the classroom.
- Maintain confidentiality of students and maintain appropriate relationships.
- Complete documentation based upon tutoring services (including attendance), as well as maintain pay documents (Banner and timesheet) according to the University pay schedule.
- Be willing to recommend students seek additional help, including instructor office hours, the university tutoring center.

Job Expectations and Requirements

- New tutors will meet with a department supervisor for an orientation session.
- Have at least a 3.0 GPA in mathematics and statistics courses, and maintain a 3.0 cumulative GPA. Remain in good standing academically.
- Demonstrate competency in mathematics and/or statistics, as reflected through a recommendation from a professor in the math/stat department.
- Necessary personal characteristics for this paraprofessional position include: patience, maturity, approachability, ability to maintain confidentiality, dependability, flexibility, appreciation of diversity, ability and knowledge to tutor academically under-prepared students, and good communication skills.

Accountability/Compensation

- Tutors will be advised and supported by the Department of Mathematics and Statistics.
- Upon successful completion of Workday timecard documents, tutors will be compensated \$13 per hour before taxes to be disbursed according to the University pay schedule.

Applications

Apply online at <https://mathstat.slu.edu/resources/student-workers>