Academic Tutor: Math  
University of Oregon – College of Education

**Supervision:** Tutoring Services Coordinator  
**Location:** 130 HEDCO Building, Student Academic Services  
**Contact:** Tutoring Services Coordinator – Student Academic Services (541) 346-1391  
**Email:** coesas@uoregon.edu  
**Rate of Pay:** $10.00 per hour. Maximum 20 hours per week

**Position Description:**

Math Tutors provide individual and small group tutoring in Math. The tutor facilitates learning as a guide and coach to assist the student to become a successful, independent learner. The purpose of tutoring is to increase and enhance mastery of concepts or applications of specific courses of study for College of Education Students such as Math 211, 212, and 213; Math 105, 106, and 107; and licensure/graduate school test preparation. Tutors integrate effective study and learning strategies to maximize the tutee’s potential for academic progress. As a member of the Tutoring Services team, tutors are expected to remain current on courses and/or subjects in which their students are enrolled and seeking tutoring. For example, tutors of the math sequence should keep current copies of the syllabus and be familiar with the assignments and test dates. Tutors are also expected to refer students to other appropriate college resources as needed.

**Responsibilities:**

1. Tutor students in specific course material and/or skill areas, integrate study and learning strategies to promote independent learning.
2. Meet with the Tutor Coordinator to establish personal goals for yourself as a tutor and monitor progress on personal goals with Coordinator.
3. Meet with tutoring coordinator regularly to discuss your role as a tutor and obtain any information that will assist you to effectively tutor.
4. Participate in the required 3 hour tutor training prior to working with students.
5. Make appropriate referrals to other campus resources and inform the Tutoring Services Coordinators of any referral.
6. Other duties as assigned (may include helping with tasks in the Student Academic Services office such as program data entry, posting and/or creating tutorials for students online, etc.)

**Position Requirements:**

A tutor must demonstrate the ability to:

- Quickly establish rapport and communicate well with a diverse student body.
- Maintain patience as they support and guide students toward success.
- Demonstrate competency in subjects they are going to tutor (i.e. earn a 3.5 or better in the skill area, teaching or tutoring experience, etc.).
Tutors must maintain a minimum overall GPA of 3.0 and complete the required minimum 3-hour tutor training prior to working with students. Tutors are expected to cover their assigned shifts/hours or make arrangements with other tutors to cover missed shifts when possible.

Currently we are seeking math tutors who have successfully completed the Math 211, 212, and 213 series at the University of Oregon or similar coursework and/or experience. We will also consider applicants with other subject area knowledge for test preparation (especially those students who have successfully completed licensure testing requirements), workshop presentations, or statistics.

Please submit all application documents together, including the application, responses to application questions, transcripts (unofficial are okay), and a current resume.