Math Tutor at CARP  
(at $12.00/hr)

Math Tutor Job Description

- Provide tutoring services for undergraduate students seeking assistance with undergraduate level math courses.
- Facilitate tutorial sessions with individual students or small groups.
- Prepare and present workshops or projects which may occur outside of the scheduled 12 hours.

Application Instructions:

Please submit the following (Either in person at HSS 346 or via email to carp.msb@gmail.com):

- A cover letter.
- A resume that clearly articulates skills relevant to the successful execution of the Math Tutor position.
- Unofficial college transcripts from all institutions you have attended.
- The Student Work Availability Form (found on Jobs page of the CARP website).

*Please submit all application materials in separate documents in either PDF or Word format.*

Qualifications

Applicant must:

- Be an upper division SF State student.
- Preference will be given to applicants who have completed the majority of the following courses (or equivalent courses from other universities), and passed them with a grade of B or better:
  - College Algebra (Math 60/70)
  - Pre-Calculus (Math 109)
Elementary Statistics (Math 124)
Calculus I (Math 226)
Calculus II (Math 227)
Linear Algebra (Math 325)
All other math courses listed on transcripts will also be taken into consideration.

- Have an overall 3.0 GPA or better.
- Be patient and willing to support students.
- Be able to empathically and interactively communicate with others.
- Be able to speak in front of large audiences.
- International students must refer to SF State’s policies for hiring international students.

PLEASE NOTE: You do not need to have a major in Math in order to be a Math tutor. You must be able to demonstrate to the CARP Administration that you have the skills necessary for tutoring the majority of the Math courses listed above.

If you have any questions or concerns, please contact both:

Stephanie Torres  
Math Science and Business Unit Coordinator  
Campus Academic Resource Program  
1600 Holloway Ave. HSS 346  
San Francisco, CA 94132  
Phone: 415-405-0316  
Email: carp.msb@gmail.com

Stephen Nenni  
Math Science and Business Unit Training Coordinator  
Campus Academic Resource Program  
1600 Holloway Ave. HSS 346  
San Francisco, CA 94132  
Phone: 415-405-0316  
Email: carp.msbtc@gmail.com