Math Tutor at CARP
(starting at $15.25/hr)

Overview

The Campus Academic Resource Program (CARP) is a peer to peer tutoring and academic support service for undergraduate students at SF State. CARP's Math Tutors provide support for students in Math courses ranging from Pre-Calculus and Differential Equations and Linear Algebra. Successful candidates do not have to be Math majors, but must demonstrate mastery of the above mentioned concepts.

Preference will also be given to students who can work limited training hours at the end of the current semester to prepare before the next semester.

Job Duties

● Provide tutoring services for undergraduate students seeking assistance with undergraduate level mathematics courses.

● Facilitate tutorial sessions with individual students or small groups. On occasion, facilitate regular sessions with the same student(s) throughout a semester.

● Prepare and present workshops which may occur outside of the tutor’s regularly scheduled hours. These workshops run from 60-90 minutes and cover topics related to algebra and concepts in calculus.

● Participate in CARP’s Mathematics fellowship program, where the tutor is embedded in a course for the duration of the semester to provide supplemental support to students.

● Assist with publicizing CARP’s services to the SF State community, most notably through presenting short information sessions in various courses.

● Develop handouts and other supplemental materials in collaboration with the Math, Science, and Business (MSB) Coordinator and Lead Tutor.

Qualifications

Applicant must:

● Be an SF State undergraduate student enrolled in at least 6 units or be an SF State graduate student enrolled in at least 4 units. Have and maintain a minimum overall SF State GPA of 3.0 and a 3.0 in the major discipline.

● 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:
  ○ Pre-Calculus (Math 199)
Elementary Statistics (Math 124)

Calculus I (Math 226)

Calculus II (Math 227)

Calculus III (Math 228) or higher experience preferred but not required.

All other **math courses listed on transcripts** will also be taken into consideration.

- 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.

**Application Instructions:**

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

- International students must refer to SF State’s policies for hiring international students.
- A cover letter.
- A resume that clearly articulates skills relevant to the successful execution of the Mathematics Tutor position.
- Unofficial college transcripts from all institutions you have attended.
- A completed “Work Availability Form” (available on CARP’s website) that indicates the hours you are available to work during CARP’s hours of operation.
  - Availability Requirements:
    - Summer Session: Minimum 20 hours/week
      - Monday-Thursday: 10 AM - 3 PM
      - Friday: 10AM-2PM
    - Fall and Spring Semesters: Minimum 14 hours/week
      - Minimum 12 hours/week  Monday-Thursday: 4 PM – 8 PM, Friday 11 AM – 2 PM
      - Minimum 2 hours/week  Monday-Thursday: 9 AM – 4 PM, Friday: 9 AM – 11 AM

Please submit all application materials in separate documents in either PDF or Word format.
• NOTE: due to CARP’s current staffing needs, preference will be given to students who can work limited training hours in the current semester to prepare for full tutoring availability in the following semester.

If you have any questions or concerns, please contact:

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