

OSUN

Student Employment Job Description

Job#: 3867

Department: Mathematics

Job Title: Math Center Student Assistant

Supervisor: David George

Phone #: 755-7585

Email: george.163@osu.edu

Hourly Rate: \$ 8.32

Quarters job is available: Summer x Autumn x Winter x Spring x

Times job is available: Mornings x Afternoons x Evenings x Weekends x

Job Description (as detailed as possible):

Requirements: Completion of AT LEAST one calculus course with an A or have AP credit for Math 151. Must pass a math skills evaluation and have good references.

Students need extensive background in mathematics. This job demands skills in mathematics which most freshmen at OSU-Newark do not have. Upperclassmen are scarce on our campus so this job can be performed by only a small, select group of students.

The job entails:

- tutoring math students in all of our courses, Math 50 – 254 (would not be responsible for topics not yet learned)
- using analytical skills all the time
- taking student IDs for borrowing of practice exams, calculators, books and computers
- assisting students with operations of computers and calculators
- filing software, calculators, exams, and books
- keeping track of math problems for which students need handouts
- presenting problems/ideas at a weekly staff meeting
- monitoring the Math Center
- track students using software within the lab
- various other duties

This job does not replace a full-time employee.

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