



Student Employee Job Description

Position Title	Math Tutor		
Date Updated	7/26/23		
Dept Name	Student Success	Dept #	591
Contact	Director of Student Success	Email	alantovar@multnomah.edu
Weekly Hours	0 - 5		
<u>Primary Physical Working Conditions</u>	Common Area/Conference Room	Primary Location	Portland Campus
Position Summary	Serve and support academic needs of students at Multnomah University		

Responsibilities

- Provide math tutoring services with students on a scheduled basis through video platforms or in-person.
- Handle most administrative responsibilities such as scheduling and rescheduling appointments as needed.
- Update and manage Setmore calendar availability.
- Collect assessment information as instructed by the Student Success Coordinator.
- Be aware of other support services at MU for referrals.
- Serve as member of tutoring team and meet with supervisor throughout the semester when applicable.
- Work to build positive relationships with students, meeting their needs in a safe environment.

Qualifications

- Passing score on the appropriate practice math test.
- Successful completion of coursework in subject matter (transcripts required).
- Written letter of recommendation from a Math department faculty member, from MU or elsewhere.
- Excellent communication skills.
- Strong life-style role-model to peers.

General Expectations for all Student Employees

- Communicate with Co-Workers
- Have good customer service
- Follow through on tasks and details
- Communicate with Supervisor
- Manage time and prioritize while at work
- Be on-time to work

Eligibility / Restrictions

- Student Employees cannot exceed 20 hours / week while classes are in session and 40 hours / week during class breaks
- Must be enrolled at least half-time to be eligible for this position

Apply

[Online Application](#)

Contact Director of Student Success

Email alantovar@multnomah.edu