OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Math/Stats/Science/Accounting/Economics Tutor
Department Name	Teaching and Learning Center (TLC)
Job Location	UW Tacoma
Pay Rate	$11.50 - $13.50
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Ingrid Horakova
Phone Number	253-692-4778
Email Address	horaki@u.washington.edu
Website	http://www.tacoma.washington.edu/tlc/
Box Number	358453

Nature of Organization

•Providing explanations of appropriate quantitative concepts and techniques for a given task or assignment.
•Helping clients develop learning strategies.
•Performing routine TLC office operating tasks (answering the phone, answering routine clients' questions, receiving visitors, etc.).
•Providing and maintaining required administrative tasks (create timesheets, create sessions records, etc.).
•Attending scheduled meetings and training events.
•Assisting with TLC quantitative workshops, student orientations and classroom visits.

Duties and Responsibilities

•Excellent academic skills for assigned quantitative field (math, applied math, science, stats, other).
•Effective communication skills and desire to help students in an academic support setting.
•Good computer skills including knowledge of MS Office and e-mail.
•Provision of a faculty reference and/or pass an entrance quantitative exam.
•Personal interview with the Math Coordinator.

Minimum Qualifications

•Excellent academic skills for assigned quantitative field (math, applied math, science, stats, other). •Effective communication skills and desire to help students in an academic support setting. •Good computer skills including knowledge of MS Office and e-mail. •Provision of a faculty reference and/or pass an entrance quantitative exam. •Personal interview with the Math Coordinator.
Educational Benefits
Strengthen tutor's own quantitative, study and pedagogical skills. Experience working with other students
How to Apply
•Send a resume and application to Math Coordinator (Ingrid Horakova at horaki@u.washington.edu).

Job Number: TACO28 | Job Class Code: 0887 | 51% Comp. To Classified: n | State | Open