

Work Study Job Description

Job Title	Math/Stats/Science/Accounting/Economics Tutor
Department Name	UW Tacoma Teaching and Learning Center (TLC)
Job Location	UW Tacoma
Pay Rate	\$13.26 - \$13.26
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Leah Ganis
Phone Number	
Email Address	lganis@uw.edu
Website	www.tacoma.uw.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 (Leah Ganis, lganis@uw.edu).

Job Number: TACO28 | Job Class: 0887 | Category: Student Services | 51% Comp. To Classified: n | Program:
State