**College Algebra Computer Lab (CAVE) Tutor Position**

Undergraduate and graduate student positions are available as tutors in the College Algebra Computer Lab to provide one-on-one assistance for Math 1065 students beginning with the fall semester of 2020. This computer lab was created to support the redesign of the delivery of college algebra and it is located in the basement of Joyner Library.

The lab will be open Monday through Friday during the following hours:

Monday – Thursday: 9:00 A.M. – 9:00 P.M.

Friday: 9:00 A.M. – 5:00 P.M.

**Job Description:**

* Will work one-on-one with students to help with the comprehension of college algebra material and study skills development
* May hold small group sessions based on student need
* Will proctor tests given in the CAVE
* Will police students for cell phones and other electronic devices
* Will police students for food and drink items
* Must complete online modules of college algebra problems during summer 2020 with score of 100% on each module
* Will attend a mandatory training session prior to the first day of class for fall 2020 (date and time TBD)

**Minimum Qualifications**

* Must be an ECU student
* Have a minimum overall GPA of a 3.0
* Have a minimum Math GPA of 3.5
* Must have completed Math 1065 (with A- or higher as final grade) **or** Math 1083/1085 (with B+ or higher as final grade) **or** Math 2121/2122 (with B+ or higher as final grade) **or** Math 2151/2152/2153/2154 (with B+ or higher as final grade) **or** Math 2171/2172/2173 (with B+ or higher as final grade)
* Must have excellent communication skills and be able to work with students from diverse backgrounds with varied skill levels
* Previous tutoring experience is valued but not required

**Tutor Application**

***Students interested in tutoring should submit a completed Tutor Application to the Mathematics Department located in Austin 124 by Friday March 20th at 4pm***. Students with additional questions should contact April Talbert by email at talberta16@ecu.edu.

*Top applicants will be contacted via email to schedule an interview.*

**College Algebra Computer Lab Application Form**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Banner ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classification: Fr So Jr Sr Grad Major:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year and Semester Plan to Graduate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Current overall G.P.A.: \_\_\_\_\_\_\_\_\_\_

Current Math G.P.A:\_\_\_\_\_\_\_\_\_\_\_\_\_

**Math History**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course | School (if not ECU) | Semester | Teacher | Grade |
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**References: 3 professional or personal references (At least 1 ECU faculty member)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Address | Phone | Email |
|  |  |  |  |
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**Recent Work History:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer | Phone# | Start/End Dates | Job Title |
|  |  |  |  |
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**Recent Tutoring Experience:**

|  |  |  |
| --- | --- | --- |
| Name of Tutee | Phone# | Start/End Dates |
|  |  |  |
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***\*References, recent employers, and recent tutee’s may be contacted.***

1. Why do you want to work as a CAVE tutor?
2. What positions of responsibility have you held? Give an example of when you have shown leadership.
3. Why are you the best candidate for this job?