



**JOB CODE: MATH/TUT01**

## **Job Description**

Job Title: Math Tutor  
FLSA Status: Non-Exempt – Part Time  
Grade: N/A – Student Employment  
Department: Math Center  
Reports to: Math Center Coordinator

## **Job Summary**

Tutors employed in the Mathematics Center are directly responsible for facilitating student success by helping students develop successful academic habits and understand difficult subject-related material.

## **Essential Duties and Responsibilities**

- Working with a wide array of students at varying skill levels
- Assisting multiple students at once
- Ensuring students receive help logging in and out of the Mathematics Center tracking system
- Ensuring all equipment is ready for student use and checked-out equipment is returned at the end of student sessions
- Relaying any concerns to the supervisor
- Helping students understand subject-related concepts and facilitating student learning
- Attend all required training and staff meetings
- Maintain confidentiality
- Maintain regular attendance according to scheduled hours
- Perform duties with punctuality and professionalism
- Other duties as assigned

## **Knowledge, Skills, and Abilities Required by the Position**

- Ability to communicate effectively one-on-one and in group settings
- Ability to work effectively with different types of learners
- Excellent customer service skills
- Excellent written and oral communication skills
- Self-motivated and able to work well under variable directives and situations
- Ability to independently interpret, resolve, or refer student support issues without direct supervision
- Ability to learn on the job and apply creative solutions to routine functions and processes

## **Working Conditions/Physical Requirements**

- Must be able to stand for 30 minutes at a time and deliver lessons to 1-10 students
- Frequent interruptions
- Must be able to sit for extended periods of time

## Supervisory and Management Responsibility

- None

## Minimum Qualifications

- Good Conduct and Academic Standing with the college
- Gillette College Student currently enrolled
- Cumulative GPA is 2.0 or greater

---

## Equal Opportunity and Affirmative Action Employer

**HOW TO APPLY: Visit [www.GilletteCollege.org](http://www.GilletteCollege.org) or email your GCCD application to [Dsanders@gillettecollege.org](mailto:Dsanders@gillettecollege.org)**

*Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Janell Oberlander, President, 300 W Sinclair Drive, Gillette, WY 82718, or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.*