

# Math Lab Consultant

## Job Description

### Assistant Qualifications

1. Sophomore standing or above is preferred.
2. An overall GPA of 3.0 or above is preferred.
3. A grade of “B” or above in courses supported by the Math Lab is preferred; prior enrollment in courses supported by the Math Lab is preferred.
4. Content-competency is required.
5. Good interpersonal and communication skills are required.

### Primary Activities

1. Familiarize self with syllabi of courses supported by the Math Lab.
2. Assist students with course related questions in the Math Lab.
3. Attend bi-monthly meetings of the Math Lab Consultants.
  - a. Be prepared to discuss professional development topics with group
4. Assist in the collection of attendance data for every Math Lab user, including student names, course title, date, and time of usage.
5. Open and close Math Lab classroom.

### Secondary Activities

1. Ascertain course requirements and maintain contact throughout the term with the professors of courses supported by the Math Lab.
2. Make periodic announcements about the availability of the Math Lab to students in Math Lab supported courses.
3. Other duties as assigned by the director or supervisor.

### Maintenance Activities

1. Complete any necessary personnel paperwork.
2. Attend Math Lab training workshop prior to the beginning of the fall term.
3. Maintain a professional attitude about matters such as class standards, grades, and student complaints.
4. Model appropriate professional attitudes and behaviors to staff, students, and others.
5. Notify the Math Lab supervisor in advance if you cannot work your regularly scheduled hours.
6. Notify the Math Lab supervisor if any questions or concerns come up.

## Quick Math Lab Summary

- **Hours:** Open Sunday – Thursday, 7:00 pm to 10:00 pm
- **Location:** Vogel Library Classroom 2
- **Courses Covered:** MA 90, MA 106, MA 107, MA 110, MA 190, MA 214, MA 250, MA 251 & 252