



# BHSU Math Assistance Center

## APPLICATION FOR EMPLOYMENT

### MINIMUM REQUIREMENTS FOR APPLICANTS

- Have completed or are currently enrolled in either Calculus I or Intro to Statistics
- Earned at least a C in all previously enrolled math courses
- Have a cumulative GPA of 3.0 or higher

### TUTOR JOB DESCRIPTION

The Math Assistance Center (MAC) offers free walk-in tutoring for various math classes (as listed on the next page). The MAC is open Monday through Thursday from 10:00 a.m. to 8 p.m. and on Friday from 10:00 a.m. to 3 p.m. Math mentors will have a set schedule of when they will be available to work in the MAC.

The math mentors may also have an opportunity to work in a classroom as a mentor. Depending on the professor and the class, the mentor will help in either peer tutoring, proctoring exams, or assist with other classroom activities.

The position pays at South Dakota's minimum wage with the opportunity for a pay raise of \$0.25 per full semester of working in the MAC. The pay raise will only be applied at the beginning of each fall semester.

### APPLICANT INFORMATION

NAME: \_\_\_\_\_ GPA: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

STUDENT ID: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Year in college    Fr    So    Jr    Sr    Grad    other: \_\_\_\_\_

Expected Graduation date: \_\_\_\_\_ Number of work hours per week desired: \_\_\_\_\_

Are you currently eligible for Work Study? Yes No

- If yes, have you accepted it for this year? Yes No

**SELECT THE COURSES YOU WOULD LIKE TO TUTOR**

- Intermediate Algebra
- College Algebra
- Mathematical Reasoning
- Trigonometry
- Calculus I
- Introduction to Statistics
- Elementary Math Methods

Depending on your qualifications, you will be expected to help students with some or all of these courses.

**MATH COURSES**

List the college level math classes you have completed or are currently enrolled in this semester. If you have not completed any math college course, please list relevant math high school courses.

MATH COURSE	SEMESTER/YEAR	INSTITUTION	LETTER GRADE

Please include any additional comments if needed regarding your coursework.

**CRIMINAL HISTORY**

Please note that a "Yes" answer to the following question will not necessarily disqualify you from employment. Factors such as the age and time of the offense, seriousness and nature of the violation, and rehabilitation will be considered when making any employment decisions.

Have you ever been convicted of a crime? Do not include convictions that were sealed or expunged pursuant to a court order.

- Yes
  - No
- If you answered "yes", please explain below.

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SHORT ANSWERS

Do you have any recent experience teaching/tutoring? If so, please explain.

Why are you interested in becoming a tutor in the MAC and/or a Math Mentor in the classroom?

Why do you feel you would be a good tutor?

Think about a time when you helped someone academically. What did you do that proved to be most helpful? What did you do that did NOT prove to be particularly helpful? Describe some of the study techniques that you have or will use when you tutor.

What are your goals following graduation?

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FACULTY REFERENCE

Fill in your faculty reference's info below. Please be sure to ask the faculty member permission before you use them as a reference.

Name: \_\_\_\_\_ Department: \_\_\_\_\_

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