

APPLICATION – MATH AND STATS HELP SESSIONS SUPERVISOR

Department of Mathematics & Computer Science

Student Success Centre

Applicants must submit a resume and this completed document to the Student Success Centre (AH148) or by email to tutoring.services@uleth.ca no later than Friday, April 6 at 4:30 PM.

Position description:

In addition to working as a tutor at the Math and Stats Help Sessions, the supervisor will work with the Department of Mathematics and Computer Science and the Student Success Centre to schedule, advertise, and ensure the smooth day-to-day operation of the Math and Stats Help Sessions. This will include scheduling tutors' shifts to best accommodate attendance fluctuations throughout the semester, personally advertising the Help Sessions in mathematics and statistics classes at the beginning of each semester, providing input on hiring decisions at the Help Sessions, and collecting attendance statistics throughout the semester to present in a report at the end of each semester. The weekly time commitment for the position will vary but will likely average to three to four hours per week, with more hours being worked at the beginning and end of each semester and less in the middle. Compensation will be \$1050.00 per semester.

Necessary qualifications for applicants:

- Applicants must be registered U of L undergraduate or graduate students in the Fall 2018 semester. Preference will be given to applicants who will be available to continue in the position past the Fall 2018 semester.
- In addition to three to four hours of work per week as the supervisor, applicants must be available to work as a Help Sessions tutor at least two evenings per week. The Help Sessions are anticipated to run Mondays through Thursdays from 6:00 PM to 8:00 PM. Help Sessions tutors are paid \$20.40 per hour. If you have not been employed as a Help Sessions tutor before, you must also apply for a Help Sessions tutor position.
- Tutors must have strong organizational and management abilities.
- Leadership experience is an asset but is not required.
- Applicants from any major are welcome.

Personal Information:

Name: (first) _____ (last) _____

E-mail: _____

Citizenship: Canadian Landed Immigrant International

International students: Study visa expiry date _____
SIN card expiry date _____

Related leadership or managerial experience:

Please describe why you believe you're suitable for this position:

Return the completed form to the Student Success Centre (AH148) or by e-mail attachment to tutoring.services@uleth.ca.
Thanks!