

Part-Time Math Lab Assistant  
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=233960>

Downloaded On: May. 16, 2024 10:35am

Posted Apr. 3, 2024, set to expire Mar. 28, 2025

**Job Title** Part-Time Math Lab Assistant  
**Department** Math Lab  
**Institution** Lee College  
Baytown, Texas

**Date Posted** Apr. 3, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Sciences - Math

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**Apply By Email**

**Job Description**

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**Part-Time Math Lab Assistant**

**Salary:** \$13.65 - \$20.00 Hourly

**Job Type:** Part-Time

**Job Number:** FY2300111

**Location:** Main Campus - Baytown, TX

**Division:** Provost/Academic & Student Affairs

**Position Overview**

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Tutor students in various levels of Mathematics. Either in person or virtually, provide academic computing support needs for students. Assist in administering, monitoring, and maintaining records of testing students.

### Essential Duties & Responsibilities

- Complete Calculus sequence courses (Calculus I, II, III), Introduction to Differential Equations and Introduction to Linear Algebra courses.
- Maintain current knowledge of Mathematics course work.
- Tutor students on an individual basis or within groups in various fields of Mathematics.
- Assist students with various homework platforms (exe: MML, and Web Assign).
- Assist in filing, administering, and maintaining records for testing of students in various levels of Mathematics for the Testing Center in the Math Lab.
- Maintain current knowledge of updates in homework math software and hardware in the Math Lab.
- Assist students with using programing software (i.e., Matlab and Mathematica).
- Assist in maintaining accurate records of student usage hours (students' login) for the Math Lab.
- Assist in checking out calculators and textbooks to students and/or faculty.
- Answer desk phone and take messages for Math Lab Coordinator or other faculty.
- Work a rotating weekend (Friday and Saturday), and closing weeknights in the Math Lab.
- Assist in mentoring new tutors.
- Assist in providing virtual tutoring services for hybrid/online courses.
- Monitor and respond to chat requests for the math lab.
- Maintain a positive and passionate work attitude when assisting students with their needs.

### Additional Duties & Responsibilities

Perform other duties as assigned.

### Minimum Education, Experience, Knowledge, Skills & Abilities

- Must be majoring in Mathematics or Engineering
- Minimum 3.5 GPA in Mathematic courses
- Prior tutoring experience preferred

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*Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.*

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/3683734/part-time-math-lab-assistant>

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

Lee College

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