Math & Science Learning Center Receptionist Job Description

Math Learning Center Receptionists are student workers who welcome DSC students and help them navigate best practices for utilizing the center by signing them in and distributing information.

**Required Qualifications**

- Overall GPA of 2.25 or higher
- Excellent Communication & Interpersonal Skills
- Ability to Work 15-19.5 hours each week

**Additional Responsibilities Associated with Math Learning Center Assistants:**

- Maintain a clean and functioning space in the Math & Science Learning Center
- Attend peer educator training as well as continued subsequent monthly trainings to further professional/personal development
- Complete necessary personnel paperwork and record working hours through OneUSG
- Ensure that students sign in and out
- Model appropriate professional attitudes and behaviors toward others
- Assist with the implementation of peer educator awareness events as requested
- Assist with the distribution of promotional and informational materials as requested
- Help students navigate the process of requesting a one-on-one tutor in the Dean of Students Office
- Ensure lab calculators/materials are being signed in and out appropriately

**Time Commitment:** Students may work up to 19.5 hours or less each week

**Math Learning Center Hours (Fall & Spring)**
Monday-Thursday: 8:00 a.m. – 8:00 p.m.
Friday: 8:00 a.m. – 12:00 p.m.