



Math and Science Learning Center Assistant Job Description

Math Learning Center Assistants are student workers who help DSC students become more successful and independent learners while assisting them with course content related to mathematics and/or science. Math Learning Center Assistants and Science Learning Center Assistants help students on a walk-in basis. Assistants will also be asked to fulfill one-on-one tutoring appointments in the Dean of Students Office, as needed.

Required Qualifications

- Overall GPA of 3.0 or higher
- A or B+ in selected course (s)
- Positive DSC instructor recommendations
- Good academic and student conduct standing
- Completion of at least one semester at Dalton State
- Course Qualifications:
 - Math Learning Center Assistants
 - Exemplary knowledge of algebra, precalculus, statistics, and calculus minimally
 - Science Learning Center Assistants
 - Exemplary knowledge of at least one of the following areas
 - Physics,
 - Anatomy & Physiology
 - Biology (At least BIOL 1107k & BIOL 1108k)
 - Chemistry (At least CHEM 1211k & CHEM 1212k)

Additional Responsibilities Associated with Math Learning Center Assistants:

- Fulfill one-on-one tutoring appointments in the Dean of Students Office upon request
- Maintain a clean and functioning space in the Math and Science Learning Center
- Attend peer educator training as well as continued subsequent monthly trainings for further professional/personal development
- Attend peer education socials, team-bonding, and volunteer opportunities
- Complete necessary personnel paperwork and record working hours through OneUSG
- Ensure that students sign in and explain proper use of “help signs”
- 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 materials as requested

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

Center Hours (Fall & Spring)

Monday-Thursday: 8:00 a.m. – 8:00 p.m.

Associated Benefits:

- Flexible Hours
- Earn \$7.25/hour **(\$9.25/hr beginning in July)**
- Build Your Resume
- Connect with Fellow Roadrunners
- Potential for Earning Letters of Recommendation for Grad School and Future Employment