# Queensborough Community College
## The City University of New York
## Mathematics & Computer Science Department

## Mathematics Learning Center

### APPLICATION FOR PART-TIME TUTORING POSITION

I am applying for a tutoring position. After carefully reading the course descriptions in the College Catalog, I am qualified to tutor the following courses: (circle as many as are applicable)

| Course Number: Course Name | Course Number: Course Name |
|---|---|
| MA 010: Elementary Algebra | MA 303: Number Systems |
| MA 114: College Algebra and Trigonometry for Technical Students | MA 321: Mathematics in Contemporary Society |
| MA 119: College Algebra | MA 336: Computer-Assisted Statistics |
| MA 121: Elementary Trigonometry | MA 440: Pre-Calculus Mathematics |
| MA 127: (Verizon): Technical Mathematics II for Verizon Students | MA 441: Analytic Geometry and Calculus I |
| MA 128: Calculus for Technical & Business Students | MA 442: Analytic Geometry and Calculus II |
| MA 260: Pre-Calculus and Elements of Calculus for Business Students | MA 443: Analytic Geometry and Calculus III |
| MA261: Applied Calculus for Business Students | MA 451: Differential Equations |
| MA301: Foundations of Mathematics | MA 461: Linear Algebra |
| CS 100: Introduction to Computers and Programming | MA 471: Introduction to Discrete Mathematics |
| CS 101: Algorithmic Problem Solving I | MA 481: Probability and Statistics |

**Name:** _____ **SSN:** _____(last 4 digits) **DOB:** _____ (MM/DD/YYYY)

### AVAILABILITY

**Semester/Year: Spring:** _____ **Summer:** _____ **Fall:** _____

| Time | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| 9 -10 am | | | | | | |
| 10-11 am | | | | | | |
| 11-12 am | | | | | | |
| 12-1 pm | | | | | | |
| 1-2 pm | | | | | | |
| 2-3 pm | | | | | | |
| 3-4 pm | | | | | | |
| 4-5 pm | | | | | | |
| 5-6 pm | | | | | | |
| 6-7 pm | | | | | | |
| 7-8 pm | | | | | | |

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**PLEASE PRINT ALL INFORMATION CLEARLY**

NAME:_____ PHONE:(_____)_____

EMAIL:_____ CELL PHONE:(_____)_____

ADDRESS:_____

_____

Please list any college level math/ math education course(s) taken: _____

_____

_____

Why do you feel you would be a good tutor? _____

_____

_____

_____

Briefly describe any previous experience: _____

_____

_____

_____

Faculty Reference if you have any.

Name & College: _____

Telephone: (_____) _____ Email:_____

**Please submit a resume and a transcript with this application form.**

Applicant's Signature: _____ Date: _____

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**General Duties:**

- ❖ Under supervision, performs miscellaneous clerical, administrative, research or other work related to the operation of a College or other unit where such work is required on a part-time basis or for a period of limited duration.
- ❖ There is one Assignment Level for this position. All personnel perform related work. This specification describes typical assignments; related duties may be assigned as needed.
- ❖ Performs routine clerical work; may answer and attend to telephone calls; maintain records, operate office machines (such as copier), sort and distribute mail, issue keys and identity cards, act as messenger, and perform related tasks as required.
- ❖ Assists in statistical or research activities. May collect and compile data, code data for computer entry, perform data entry, and run computer reports.
- ❖ Performs clerical library work, such as sorting and shelving books, performing data entry into library systems, or binding books and periodicals.
- ❖ Assists in instructional programs, including tutoring and assisting students in areas such as reading and mathematics.
- ❖ Enters and maintains departmental records such as inventory control records, rosters, directories, and schedules.
- ❖ May operate computers, computer software, and other electronic equipment in performing assigned tasks.

**Qualifications for application:**

Applicants must demonstrate mastery of the course content for specific mathematics classes.

No less than one semester of college Calculus with grade of B or better preferred. Must be able to demonstrate proficiency in analytical, organizational, and communication skills. Must have the ability and the willingness to grow by learning new subject and/or applying old concepts to new courses and to accept any assignment. Candidates who excel in Elementary Statistics, Differential Equations and Linear Algebra preferred.

**Campus Specific Information:**

Tutorial Services is building an applicant pool for existing and anticipated openings during the academic year. All positions are subject to budget ability. Tutors work privately one-on-one or in small groups with students. Tutors are expected to follow the methodology of the classroom instructors. Mathematics tutors are needed for courses ranging from basic math to differential equations and linear algebra.

**Equal Employment Opportunity:**

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.