



MONTEREY PENINSULA College

Student Job Center, Federal Work-Study Employment Opportunity

General Information

Name of position	Math Learning Center Tutor
Classification	Level III
Pay Rate	\$18 / hour
Work Schedule	5 – 15 hours per week
Length of Employment	August 26 th through December 12 th
Department	Math Learning Center
Supervisor	Eric Lake, elake@mpc.edu

Please review our job description:

MPC's Math Learning Center Math Tutor position is an opportunity where you would help students with a variety of math courses, such as algebra, precalculus, statistics, calculus, and more. Help give students the confidence they need to succeed in their math classes. Tutors will work in-person at the Monterey campus. Hours are flexible.

Duties and Responsibilities

- Provide tutoring assistance with students in the Math Learning Center
- Greet individuals who enter the Math Learning Center and check out MLC materials to students
- Register students for the Math Learning Center class
- Ensure students properly sign-in and out of the Math Learning Center
- Participate in beginning-of-semester trainings and workshops
- Must be punctual to shifts
- Assist and guide students to relevant resources on campus
- Check emails for relevant announcements and trainings
- Assist other departments in outreach activities



Eligibility Criteria

Students who are selected possess proficiency in the relevant math subjects, strong interpersonal and communication skills, and a positive and friendly attitude. Student tutors should be empathetic, passionate, enthusiastic, dependable, and punctual.

Minimum Requirements

- Must apply for Federal Financial Aid and be eligible for Federal Work-Study
- Be a currently enrolled student at MPC
- Be enrolled in a minimum of 6 units for Fall/Spring term or a minimum of 3 units for the Summer term
- Maintain a minimum 2.0 GPA
- Must be a student in good standing and not on Academic, Progress, or Disciplinary Probation
- Must have an updated Education plan on file at all times

Desirable Qualifications

- B or higher in relevant math classes, preferably at the Math 20A level.
- Strong communication skills and the ability to clearly explain challenging concepts.
- Strong study habits and understanding of test preparation
- Ability to motivate and encourage students to improve their academic performance.
- Creativity and flexibility to personalize their learning approach for individual students.
- Patience and compassion for students as they develop skills and improve their performance
- Bi-lingual in any language, but especially Spanish.
- Previous tutoring experience.

You may complete our Federal Work Study Application [here](#). If you have further questions about the application process please contact Job Center Coordinator, Lien Nguyen at lnguyen@mpc.edu. If you have further questions about the job position please contact the department supervisor, Eric Lake, Math Learning Center Coordinator, elake@mpc.edu