# Math & Stats Tutoring Center Tutor Job Descriptions

## Tutor I

**Main Purpose of Job:** Entry level tutoring position, which requires tutor to assist students in Math and/or Stats courses

**Primary Responsibilities:**
- Provide tutoring for walk-in service
- Complete tutor training
- Attend all staff and content meetings

**Basic Qualifications:**
- Completed one semester of education at BGSU
- Completed Math 131 with an A or B
- GPA of 3.0 or higher
- Must have two recommendations from the Department of Math & Stats
- Must successfully pass tutor exam

**Additional Information:** Promotion to Tutor II upon successful completion of training and one year of service

## Tutor II

**Main Purpose of Job:** Tutor students using walk-in services and assist with workshops, review sessions, and/or study groups

**Primary Responsibilities:**
- Provide tutoring for walk-in service
- Attend all staff and content meetings

**Additional Duties:**
- Assist with workshops, review sessions and/or study groups
- Assist with classroom visits as assigned

**Basic Qualifications:**
- Completed one year of education at BGSU
- Completed Math 232 with a passing grade
- GPA of 2.8 or higher
- Completed Tutor I training

**Additional Information:** Promotion to Tutor III upon 1 yr. of successful work performance as Tutor II & completion of Tutor II training

## Tutor III

**Main Purpose of Job:** Tutor students using walk-in services and lead workshops, review sessions, and/or study groups.

**Primary Responsibilities:**
- Provide tutoring for walk-in service
- Tutor in residence halls as assigned
- Mentor Tutor I
- Attend all staff and content meetings

**Additional Duties:**
- Conduct workshops, study groups, and/or review sessions as assigned
- Assist with tutor training
- Assist with opening and/or closing the tutoring center as needed

**Basic Qualifications:**
- Completed at least two years of education at BGSU
- GPA of 2.8 or higher
- Meets Tutor II qualifications

**Additional Information:** Promotion to Tutor IV with successful work performance and continuing post-graduate work at BGSU

## Tutor IV

**Main Purpose of Job:** Tutor students using walk-in services, residence hall services, and/or off-site services

**Primary Responsibilities:**
- Provide tutoring for individual students
- Provide group tutoring
- Tutor in the residence halls or off-site
- Attend all staff and content meetings

**Additional Duties:**
- Conduct workshops, study groups, and/or review sessions
- Assist with opening and/or closing the tutoring center as needed

**Basic Qualifications:**
- Undergraduate degree with preference from BGSU
- Minimum one full year of tutoring experience as an undergraduate student
- Undergraduate GPA of 2.8 or higher

**Additional Information:** Will need to provide own transportation if tutoring off-site
## Math & Stats Tutoring Center Tutor Job Descriptions, continued

### Math Education Tutor I

<table>
<thead>
<tr>
<th>Main Purpose of Job:</th>
<th>Tutor students in Math 213, 215, and 216</th>
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</table>
| **Primary Responsibilities:** | • Provide individual tutoring for Math Education courses  
• Provide group tutoring for Math Education courses  
• Attend tutor training sessions  
• Attend all staff and content meetings |
| **Additional Duties:** | Assist with classroom visits as needed |
| **Basic Qualifications:** | • Completed Math 215 with a grade of A or B  
• Must be willing to learn material from 213 if course was not taken  
• GPA of 3.0 or higher  
• Must be recommended by the Department of Mathematics & Statistics |
| **Additional Information:** | • Eligible for promotion to MAST Tutor I with the completion of Math 131 with an A or B  
• Eligible for promotion to Math Ed Tutor II with successful completion of 1 yr. tutoring as a Math Ed Tutor I (without Math 131) |

### Math Education Tutor II

<table>
<thead>
<tr>
<th>Main Purpose of Job:</th>
<th>Tutor students in Math 213, 215, and 216</th>
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</table>
| **Primary Responsibilities:** | • Provide individual tutoring for Math Education courses  
• Provide group tutoring for Math Education courses  
• Complete all tutor training activities required for Math Tutor I  
• Attend all staff and content meetings |
| **Additional Duties:** | • Conduct workshops, study groups, and/or review sessions  
• Help supervise Math Education Tutoring Space  
• Assist with classroom visits as needed |
| **Basic Qualifications:** | • One year as a successful Math Education Tutor I  
• GPA of 2.8 or higher |
| **Additional Information:** | Eligible for reclassification to MAST Tutor I with the completion of Math 131 with an A or B |