

**Academic Services Coordinator Graduate Assistant/Math Specialist
Job Description**

The Academic Services Coordinator Graduate Assistant will work with the Academic Services Coordinator to help assist ESS participants with various mathematical problems that range from College Algebra to Calculus II. This position is available for the Fall/Spring 2009-2010 semesters. The candidate must be a current graduate student at KSU with an ability to interact productively and positively with low-income, first-generation undergraduate students from diverse backgrounds. Preference will be given to applicants who are able to disseminate information in a way various students can understand and have demonstrated success (grade of B or better) or have shown exemplary knowledge in the following subjects:

*Intermediate Algebra	*College Algebra	*Calculus I	*Calculus II	*Calculus III
*Finite Mathematics	*Linear Algebra	*Applied Math	*Geometry	*Trigonometry
*Number Theory	*Matrices	*Differential Equations		*Physics

Desired Characteristics:

Strong Interpersonal Skills

Organized and punctual

Proficiency in communicating and listening in the English Language

Strong verbal, quantitative, and analytical skills

Qualifications:

Enrolled in a graduate program at Kansas State University

Organizational Skills

Tutoring experience with college students

Graduate GPA of 3.0 or undergraduate GPA of 3.0

Demonstrate computer skills including word processing packages: Excel, WordPerfect, Word.

Must have a flexible schedule

Can work independently, collectively and efficiently on assigned tasks

Display initiative, creativity, and flexibility appropriate to the work setting

Responsibilities include:

Maintaining records of attendance and assessment of ESS participants that are being tutored

Occasionally attending various undergraduate math classes

Coordinating office times and meetings for tutoring sessions

Tutoring one or more ESS Participants

Helping the office with other duties as needed

To Apply:

- Fill out a tutoring application and denote on the application that you are applying for the Math Specialist/Graduate Assistantship Position.
- Provide transcripts with the application
- Return the application to 201 Holton Hall

If you have any questions please contact:

Quantrell Willis

Academic Services Coordinator

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