

## JOB DESCRIPTION – Math Tutor/BASS Office Assistant

Office of Bethany Academic Support Services, Bethany College, Lindsborg, KS

POSITION TITLE: Math Tutor/BASS Office Assistant

SUPERVISOR: Tom Claassen, Director of Bethany Academic Support Services

FUNCTIONS: To provide help to students in math classes and assist the Director with functions of the office

Primary functions include:

- 1) Conduct two one-hour group study sessions per week for MA102 College Algebra/trigonometry.
- 2) Provide help on a drop-in basis to math students from AS099, MA101, MA102, and MA130.
- 3) Provide help on an on-call basis to math students from AS099, MA101, MA102, and MA130.
- 4) Clerical duties for various projects
- 5) Help with some accommodations for students with disabilities.
- 6) Various office duties, especially when Director unavailable.

## RESPONSIBILITIES

Help the BASS office to promote high academic standards among students.  
Help students understand the math assignments from MA101, MA120, MA102  
Accurately complete basic computer jobs including word and data processing.  
Use the photocopier and shredder.  
Answer the phone, take messages.

Additional Responsibilities – other as assigned and as needed.

## POSITION REQUIREMENTS

Average 10 hours per week during the academic year, including Interterm, with 4 – 8 of those hours in the office between 9:00 and 5:00, Monday through Friday.

## QUALIFICATIONS

Very reliable and ability to maintain high degree of confidentiality  
Strong clerical skills including keyboard, computer, electronic document organization  
Good interpersonal skills; ability and attitude  
Good organizational skills; ability to help with a variety of projects at one time  
Creativity and good problem solving skills  
Strong academics  
Completion of MA102 at Bethany, and recommendation from Math Department faculty.

Career Services  
Lower Warner Hall  
785.227.3380 Ext. 8230  
Fax: 785.227.3500  
Career\_service@bethanylb.edu