



JOB DESCRIPTION-PART-TIME MATH LAB TUTOR

General Description/Primary Purpose:

Provide tutoring support to students at Murray State College according to the following responsibilities.

Classification: Part-Time

Salary: \$12 hour/10 hours per week

Appointment: Part-Time

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area comprises small towns with a low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC provides the best of both worlds: small-town life with access to big-city offerings.

Description of Duties:

1. Math lab tutors are to assist students with mathematics in the Math lab or online via Zoom.
2. Ensuring students sign in with tutors for each session.
3. Exam proctoring for lecture courses.
4. Maintaining a set work schedule that is compatible with the tutor's class schedule.
5. Assisting students with general navigation of Blackboard or other partnered programs used by MSC
6. (Hawkes, McGraw Hill, Respondus).
7. Work hours other than 8 a.m. to 5 p.m. Monday through Friday if necessary.
8. Perform other duties as assigned by the Math Lab Coordinator.
9. Complete all training assigned by the Human Resources Department.
10. Perform additional responsibilities as assigned by supervisors or the Office of Academic Affairs.
11. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.

Required Knowledge, Skills, and Abilities:

Individuals must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of the skills and abilities.

- Communicate effectively with others including students and co-workers.
- Knowledge of computers and various computer software packages.
- Strong knowledge of various math subjects (algebra, geometry, foundational).
- Good knowledge of administration including preparation of correspondence, record keeping, and maintenance of a filing system.
- Sufficient visual ability to read items at close range.
- Professional in appearance and attitude.
- Organizational skills.
- Excellent skills in spelling and grammar.
- Ability to work independently without supervision.
- Sufficient manual dexterity to be able to operate a typewriter, adding machine, computer keyboard, and other electronic equipment, and to manually complete all paperwork.
- Ability to work and serve effectively in a culturally diverse atmosphere.
- Ability to maintain an attitude of service toward students, coworkers and others.
- Help students with homework while reinforcing classroom learning, and guide students in preparing for tests and quizzes to improve their performance.

Other Ergonomic Requirements:

In performing job functions, some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying, and other movements may be required. All individuals are required to be able to perform these movements without a significant risk of injury, or to otherwise demonstrate or explain how they can perform the essential functions listed above.

Hours:

Part-time hours will not exceed 29 hours per week. The schedule is subject to change depending on the schedule of the employee and the needs of the department.

Qualifications:

1. **Minimum Education:** High school diploma and enrolled at MSC.
2. **Minimum Experience:** Good oral and written communication skills, and knowledge of computers and various software packages we use at MSC, such as Google, Blackboard, and Microsoft Office. Proficiency in desired subjects (math, writing, or science) is preferred.
3. **Professionalism:** All employees at MSC are expected to demonstrate dedication to their work field and to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.

4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed and professional image at all times.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted, and employment is contingent upon the results of the national criminal and sex offender background check.

Application Process:

1. Letter of application
2. Resume
3. Unofficial transcript(s) required
4. Murray State College employment application
5. Complete the Background Check Consent Form on the MSC Website

Submit Application to:

Human Resources Office
Murray State College
One Murray Campus, Suite AD 104
Tishomingo, OK 73460
MSCemployment@mscok.edu

MSC participates in E-Verify.

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