

# Eastern Connecticut State University Mathematics Achievement Center

Thank you for your interest in joining ECSU's Math Achievement Center (MAC)! This cover letter should clarify the major aspects of the program.

1. **Tutoring Options:** MAC tutors work in the Mathematics Achievement Center which is located in the Academic Services Center.
  - MAC Tutors can work up to 12 hours per week in the Center, depending on availability of hours and Center budget.
  - MAC Tutors are assigned to times that work with their schedules.
  - MAC tutors are paid \$13.00 per hour.

The Math Achievement Center is open 2:00 - 9:00 p.m. on Sundays, 9:00 - 9:00 p.m. Mondays-Thursdays, and 9:00 - 5:00 p.m. on Fridays. It is closed when the University is closed.

2. **Tutor Training and Education:** All MAC tutors are required to obtain College Reading & Learning Association (CRLA) tutoring certification.
  - This training is offered free of charge here at Eastern.
  - After you are hired, you will schedule times to complete your certification.
  - Tutors are also required to complete an asynchronous training for MAT135P (Math for Liberal Arts Plus) and MAT135 (Math for Liberal Arts).
3. **Administrative Duties:** All tutors are expected to complete timesheets accurately and submit them on Core-CT.
  - MAC tutors are responsible for checking out textbooks and graphing calculators to students.
  - Occasionally, the MAC director may need help with ongoing projects, and MAC tutors may also be asked to help with those if they are not tutoring.
4. **Application Process:** After submitting an application, you may be contacted for an interview. Applicants who do not meet the hiring requirements will not be interviewed.
  - The interview will consist of a question and answer session and a mock tutoring session to assess how the applicant interacts with students.
  - Applicants who successfully complete this stage will then be required to complete an in-person assessment of their math skills.

# ECSU Mathematics Achievement Center Tutor Application Form

## Step 1: Fill Out This Application Form

Name: \_\_\_\_\_ ECSU ID#: \_\_\_\_\_

Local Address: \_\_\_\_\_ Local Phone #: \_\_\_\_\_

Year You Plan to Graduate: \_\_\_\_\_ Major: \_\_\_\_\_

E-mail (print clearly and check your account!): \_\_\_\_\_

Days of week and times you're normally free (if called for an interview): \_\_\_\_\_

\_\_\_\_\_

Have you met with a tutor in the past for math help?      \_\_\_\_ Yes \_\_\_\_ No

If yes, what did you learn about tutoring from that experience?

Attach to the back of your application a short explanation (one or two paragraphs) explaining why you would like to become a math tutor.

## Step 2: Get a Faculty Recommendation

Give the last page of this application form to a faculty member. Your recommender should return the completed form to Kathleen Dale, Science Building 166 (or send her a brief e-mail at [dalek@easternct.edu](mailto:dalek@easternct.edu).) Your recommender should be familiar with your math abilities and be able to address your qualifications for tutoring.

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***To the Applicant:***

Give this form to your recommender.

Your Name: \_\_\_\_\_

Recommender's Name: \_\_\_\_\_

***To the Recommender:***

The student named above is applying to be a writing tutor in ECSU's Mathematics Achievement Center. Please complete the following and return to Kathleen Dale, Math Dept., Science 166 (or send an e-mail to dalek@easternct.edu). Thank you in advance for your help.

	Strong	Average	Fair	Weak
• Math Ability:	---	---	---	---
• Reading Skills:	---	---	---	---
• Interpersonal Skills:	---	---	---	---
• Reliability:	---	---	---	---
• Maturity:	---	---	---	---

In what capacity and how well do you know the applicant?

\_\_\_\_\_

Additional comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you recommend the applicant? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Not sure

Recommender's signature: \_\_\_\_\_ Date: \_\_\_\_\_