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.) Your recommender should be familiar with your math abilities and be able to address your qualifications for tutoring.
Eastern Connecticut State University
Mathematics Achievement Center

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.

- 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: ____________