



DARE TO DO MORE

EMPLOYMENT OPPORTUNITY: SGA STUDY HALL TUTOR

The SGA Tutoring Hall is currently hiring tutors for Math, Biology, Chemistry, Physics, Accounting, and English.

WHO WE ARE

The SGA Study Hall at LaGuardia Community College is committed to assisting students achieve academic excellence and self-efficacy. Our multi-disciplinary tutoring center provides tutoring for Math, Biology, Chemistry, Physics, Accounting, and all levels of English and writing.

Our philosophy is based on the following principles:

- There are many roads to learning and each student has unique talents, experience and style of learning.
- Active learning coupled with descriptive feedback enhances learning and teaching.
- Fostering independent learning through questioning develops self-confidence and motivation.
- Good practice encourages interaction and collaboration between students.

APPLICATION PROCEDURE AND DEADLINE

Complete applications should be submitted to the attention of Flora Flores, room M-165. All application documents can be scanned and emailed to fflores@lagcc.cuny.edu. For additional information email, visit M-165, or call the center at 718-482-6064.

Upon reviewing all applications, applicants who meet the minimum qualifications for the tutoring position will be invited to a formal interview.

APPLICATION REQUIREMENTS

Applicants must submit the following:

- Most recent Unofficial Transcript
- Resume (For assistance, visit the Center for Career & Professional Development, B-114)
- Complete Tutor Application
- List all courses you can tutor (Select from next page)
- Provide a tentative 19-hour schedule of availability- Supervisor will determine final schedule.
- Minimum of 10 hours per week.



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COURSES WE TUTOR

MATHEMATICS:

MAT 095: Introduction to Algebra
MAT 096: Elementary Algebra
MAT 097: Algebra
MAT 106: Mathematics of Medical Dosages
MAT 107: Mathematics and the Modern World
MAT 115: College Algebra and Trigonometry
MAT 117: Algebra and Trigonometry
MAT 119: Statistics and Elementary Algebra
MAT 120: Elementary Statistics I
MAT 200: Pre-Calculus
MAT 201: Calculus I
MAT 202: Calculus II
MAT 203: Calculus III
MAT 204: Elementary Differential Equations
MAT 210: Linear Algebra
MAT 212: Linear Algebra and Vector Analysis for Engineers

CHEMISTRY

SCC 101: Topics in Chemistry
SCC 105: Introduction to Chemistry
SCC 110: Foundations of Chemistry
SCC 201: General Chemistry I
SCC 202: General Chemistry II
SCC 251: Organic Chemistry I
SCC 252: Organic Chemistry II

ENGINEERING

MAE 213: Electrical Circuits
MAE 219: Thermodynamics I

ACCOUNTING

BTA 111: Principles of Accounting I
BTA 112: Principles of Accounting I

BIOLOGY

SCB 101: Topics in Biological Sciences
SCB 115: Principles of Biology
SCB 201: Fundamentals of Biology I
SCB 202: Fundamentals of Biology II
SCB 203: Human Anatomy and Phys. I
SCB 204: Human Anatomy and Phys. II
SCB 260: General Microbiology

PHYSICS

SCP 101: Topics in Physical Sciences
SCP 140: Topics in Astronomy
SCP 160: Foundations for the Physical Sciences
SCP 201: Fundamentals of Physics I
SCP 202: Fundamentals of Physics II
SCP 231: General Physics I
SCP 232: General Physics II

ENGLISH

All level of ESL courses
All level of ENG Courses
Writing for all courses

ENA 099: Basic Writing I
ENG 099: Basic Writing I
ENC 101: Composition I-An Introduction to Expository Writing
ENG 101: Composition I
ENG 102: Composition II
ENG 103: The Research Paper



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SGA STUDY HALL TUTOR: ESSENTIAL JOB DUTIES AND QUALIFICATIONS

Job Title: Tutor

Department: SGA Study Hall, Office of Campus Life

Reports to: Flora Flores

- Facilitate student learning to individual or small groups of students in assigned subject/s and or course/s
- Teach students study skills, note-taking skills, and test-taking strategies
- Administer, proctor and score diagnostic assessments (pre and post-test assessment)
- Assess students' progress during tutoring sessions through informal assessment
- Provide timely and descriptive feedback to encourage, motivate and build confidence in students
- Develop learning and training materials, such as handouts, study materials and quizzes
- Participate in training and development sessions to improve tutoring practices and learn new tutoring techniques
- Prepare and facilitate tutoring workshops and other academic support services for small groups of students
- Facilitate presentations and outreach to inform students, faculty, and staff about the services offered by the tutoring center
- Assist with tracking and maintaining data through SEMS and other data collection methods
- Other duties as assigned

QUALIFICATIONS

- Current LaGuardia students are required to have at least a 3.2 overall cumulative GPA and a 3.5 GPA and above in specific discipline
- Have completed at least 30 credits at the Associates level
- Ability to tutor multiple subjects preferred (Math, Biology, Chemistry, Physics, Accounting, English/Writing)
- Strong command of the subject, and previous experience working with students preferred
- Ability to communicate clearly and tutor students one-on-one and in groups using a stimulating style

RATE AND HOURS

\$15 hourly- Pay is based on skills and tutoring experience. Up to 19 hours per week.

Re-appointment for employment each session is based upon satisfactory evaluation and funding availability.



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SGA STUDY HALL TUTOR APPLICATION

Date:		Name:			
CUNY EMPLID #:			Telephone:		
Preferred Email : (Print Clearly)					
Major:				Expected date of graduation:	
Overall GPA:		Major GPA:		# of Credits completed:	
Do you work elsewhere on campus? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If yes, where and how many hours?					
Do you agree to work at least 10-15 hours per week? Yes <input type="checkbox"/> No <input type="checkbox"/>					
List ALL courses you are able to tutor					
Course/Grade		Course/Grade		Course/Grade	
Briefly explain why you are interested in tutoring with the SGA Study Hall? Describe the characteristics/ skills that make you a qualified tutor?					
What tutoring/teaching experience do you have?					

Tentative schedule of availability (See Office Hrs.)					HOURS OF OPERATION
	Start Time	End Time	Start Time	End Time	
Mondays					Mondays- Thursdays: 9:00 am – 8:00 pm
Tuesdays					
Wednesdays					Fridays 9:00 am – 5:30 pm
					FOR OFFICE USE ONLY
Thursdays					Hired: Yes <input type="checkbox"/> No <input type="checkbox"/>
Fridays					