



Job Announcement

Job Title: Math Tutor for Student Success Center

Department: Student Success

Reports To: Director of Student Success

Pay Status: Non-Exempt

Position Status: Math Tutor

Approved By: Yvette McCrae

Position Summary

Truett McConnell University invites applications for **the part-time position** of **Math Tutor** in the Student Success Center. The Math Tutor will provide academic support to students through individual and group tutoring in mathematics. This position is responsible for helping students strengthen their understanding of mathematical concepts, develop problem-solving skills, and effectively utilize the Hawkes Learning platform. The successful candidate will demonstrate a strong commitment to student success, professional excellence, and the mission of Truett McConnell University.

Responsibilities

- Provide individualized and group tutoring sessions in a variety of math subjects, ranging from foundational skills to advanced coursework as needed.
- Assist students in navigating and effectively using the **Hawkes Learning** platform.
- Adapt instructional methods to meet the diverse learning styles of students.
- Foster critical thinking, problem-solving, and study skills to promote academic success.
- Maintain accurate records of tutoring sessions and student progress.
- Create and maintain a positive, professional, and supportive learning environment.

Truett McConnell

U N I V E R S I T Y

Qualifications

- Bachelor's degree in mathematics, Education, or a closely related field required.
- Demonstrated experience tutoring or teaching mathematics at the secondary or postsecondary level.
- Strong knowledge of mathematical concepts and ability to explain them clearly.
- Excellent communication, interpersonal, and organizational skills.
- Proficiency in the Hawkes Learning platform or willingness to learn.
- Commitment to fostering student growth and confidence in mathematics.

Preferred Qualifications

- Prior experience working with college-level students in an academic support or instructional role.
- Familiarity with academic success strategies and student learning support services.
- Ability to motivate and inspire students from diverse backgrounds.

Application Process

Interested candidates should submit the following materials:

- Cover letter addressing interest and qualifications for the position.
- Current résumé.
- Contact information for three professional references.

Please submit your resume to Yvette McCrae, ymccrae@truett.edu.

No phone calls please.

Applications will be reviewed until the position is filled.