Options Through Education (OTE) Transitional Summer Program

Position: Math Tutor

Application Deadline: Wednesday, February 28, 2018

Salary: $15/hour

Description: Six-week, Part-Time Summer Math Tutor Position

Hours of Work: Schedule consists of 12.5 evening tutorial hours per week during the six-week program. In addition, tutors must attend the orientation, the all program retreat, a weekly staff meeting (Monday), and opening/closing ceremonies during the six-week program.

Salary: Competitive stipend offered; commensurate with experience.

Essential Functions: This staff position will assist in the development of mathematics skills of our approximately 45 pre-freshman OTE students through individual and group tutoring sessions in the following college/pre-college-level Math courses: Calculus, Pre-Calculus, Probability and Statistics, and Pre-Finite Mathematics. The mathematics learning objective for OTE students is adequate preparation to complete one of Boston College’s Math Core Requirements. Tutoring sessions will take place on-campus every Sunday – Thursday evening.

This position reports to the Coordinator of the OTE Program and the Faculty Coordinator for Math.

IMPORTANT DATES
Staff may not be excused from these dates. All staff must abide by the following dates throughout the summer:

New Staff Orientation: Wednesday, April 4, 2018 (5-7pm)
OTE Staff Orientation: Wednesday, June 6, 2018
Opening Ceremony: Sunday, June 17, 2018
Official Program Dates: Sunday, June 17 - August 4, 2018
All-program Retreat: Thursday, June 21
Math classes meet: June 25 - August 4, 2018
Tutoring Sessions: June 25 – August 3, 2018
Closing Ceremony: Friday, August 3, 2018

Specific Duties include:

- Provides availability and accessibility to students for purpose of academic consulting and support, in a manner appropriate to meet student needs, through scheduled tutorials
- Effectively managing tutorial sessions with groups of various sizes, and individuals with varying abilities, personalities, and demands
- Attend weekly Math Instructor meetings and Faculty/Staff meetings
- Attend orientations, trainings, and other meetings as designated by the OTE Director and outlined in this job description
Minimum of Education/Training: A Secondary Education/Math Major is preferred. Candidates should be able to demonstrate success in college level mathematics courses such as Calculus, Probability Theory, and Statistics. Candidates should also be able to tutor all relevant math topics including: Algebraic, Exponential, and Trigonometric Functions; Limits and Continuity; Differential Calculus; Probability Theory; Probability Distributions (Expected Value and Standard Deviation); Normal Probability Models, Binomial Probability Models, Statistical Inference (Hypothesis Tests and Confidence Intervals for one sample); Linear Regression Methods; Set Theory, Combinatorics (Counting Methods)

Experience and familiarity with Boston College a plus. Candidates must have experience teaching/tutoring math in an academic setting with high school and/or college students. The strongest candidates will have experience with addressing the needs of students from a wide range of ethnic and cultural backgrounds, an understanding of the impact of socioeconomic status on student learning, and experience with students with varying levels of self-confidence and academic preparation. The successful candidate will demonstrate commitment, initiative, flexibility, a posture of learning, and a sense of teamwork in a diverse working environment.

Applications MUST be submitted electronically: Interested applicants should submit a cover letter, résumé, current transcripts, and the names, addresses, telephone numbers and e-mail addresses of three professional references to Options Through Education Program at OTE@bc.edu

The mission of the Options Through Education (OTE) Transitional Summer Program is to prepare the transition to Boston College for a select group of diverse students who have demonstrated potential and leadership in spite of challenging educational and financial circumstances. This summer residential program nurtures student’s academic, social, cultural and spiritual development.

Goals of the OTE Program include:
• To provide a community of support and resources to help students succeed at Boston College
• To help students get acclimated socially to BC and build long lasting relationships
• To help build academic abilities especially in the areas of math, English, critical thinking, and study skills
• To engage students in questions of cultural, racial, and ethnic identity development
• To engage students in questions of spiritual development