

**CORNING COMMUNITY COLLEGE**  
**STAFF ASSISTANT - MATHEMATICS LEARNING CENTER (ELMIRA)**

**Authority:** This position reports to the Director of the Mathematics Learning Center (MLC).

**General**

**Responsibilities:** Provide tutoring and other assistance to students and assist with the operation of the MLC at the Elmira Academic and Workforce Development Center.

**Essential Functions:**

- Tutor students in courses from basic mathematics skills through calculus.
- Recruit student tutors and make hiring recommendations to the Director of the MLC.
- Develop, coordinate, and conduct tutor training programs and ongoing training for math concepts.
- Assist in the development/coordination/presentation of tutor training workshops.
- Oversee, schedule, evaluate and maintain payroll records for student tutors.
- Work with faculty to identify students having academic problems and provide them with the needed tutorial services.
- Maintain equipment and support materials.
- Perform other related duties, as assigned.

**Required Skills and Abilities:**

- Ability to work with a diverse student population and staff.
- Excellent interpersonal communication skills.
- Proficient with Microsoft Word, Excel, PowerPoint, Access, Minitab, and Derive.
- Proficient in the operation of graphing calculators.
- Experience with mathematical technology.

**Minimum Qualifications:**

- Bachelor's degree in math, math education, or a related field.
- Work experience in teaching or tutoring at the college level.

**10/20/09**