

ASC Graduate Fellow: Math Fellow

As a part of the [Academic Success Center](#) and its [Math Support Services](#), the Math Fellow offers students help with a wide variety of courses offered by the Mathematics, Physics and Computer Science Department. A preferred candidate for this position will be a graduate student possessing excellent mathematical skills and experience offering academic support to students.

The Math Fellow will work **3 hours** or more per week at a rate of **\$10 per hour** and will receive a **1 credit graduate course waiver** for each semester of employment.

The Math Fellow's responsibilities will be:

- ∇ Undergo training for the position
- ∇ Set a schedule for their weekly work hours in Math Support Services
- ∇ Meet one on one to assist students
- ∇ Schedule future appointments for follow up tutorials
- ∇ Document each tutorial session in a brief report
- ∇ As requested, provide presentations for the ASC or Math Support Services
- ∇ Communicate concerns and updates regularly with the Director of the Academic Success Center

Math Fellows will have different and greater responsibilities than the Peer MSS Tutors or the MPCS Teaching Fellows. These responsibilities will offer a graduate student valuable experience in workplace management and project organization while supporting the needs of the Academic Success Center.

- ∇ Act as academic leaders and role models to their fellow tutors
- ∇ Redirect fellow tutors, if they are not utilizing their time for the benefit of the ASC
- ∇ Manage tutor projects by organizing, generating and gathering new projects, handling communications, as well as denoting completed projects and ongoing projects
- ∇ Meet with the Director of the ASC or a designated staff person to report on progress and any issues that may arise

Successful applicants for this position need to be in good academic standing. Graduate students currently in their program need a cumulative 3.0 GPA or higher and new graduate students need a cumulative 2.5 GPA or higher. Those interested in applying to be a Math Fellow should fill out a [Tutor Candidate Application](#) and provide a resume and cover letter to the Director of the Academic Success Center via email: awilcox@spfldcol.edu or mail:

**Andrew Wilcox
Springfield College
263 Alden Street
Springfield, MA 01109-3797**