

**Part-Time Math Lab Assistant
Lee College**

Direct Link: <https://www.AcademicKeys.com/r?job=255279>

Downloaded On: Jun. 6, 2025 4:00am

Posted Apr. 2, 2025, set to expire Jul. 29, 2025

Job Title Part-Time Math Lab Assistant
Department
Institution Lee College
Baytown, Texas

Date Posted Apr. 2, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Part-Time/Temporary Staff

Academic Field(s) Educational Services

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Job Description

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Part-Time Math Lab Assistant

Salary:

Job Type: Part-Time

Job Number: FY2300111

Location: Main Campus - Baytown, TX

Division: Provost/Academic & Student Affairs

Position Overview

Part-Time Math Lab Assistant Lee College

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Tutor students in various levels of Mathematics. Either in person or virtually, provide academic computing support needs for students. Assist in administering, monitoring, and maintaining records of testing students.

Essential Duties & Responsibilities

- Complete Calculus sequence courses (Calculus I, II, III), Introduction to Differential Equations and Introduction to Linear Algebra courses.
- Maintain current knowledge of Mathematics course work.
- Tutor students on an individual basis or within groups in various fields of Mathematics.
- Assist students with various homework platforms (exe: MML, and Web Assign).
- Assist in filing, administering, and maintaining records for testing of students in various levels of Mathematics for the Testing Center in the Math Lab.
- Maintain current knowledge of updates in homework math software and hardware in the Math Lab.
- Assist students with using programing software (i.e., Matlab and Mathematica).
- Assist in maintaining accurate records of student usage hours (students' login) for the Math Lab.
- Assist in checking out calculators and textbooks to students and/or faculty.
- Answer desk phone and take messages for Math Lab Coordinator or other faculty.
- Work a rotating weekend (Friday and Saturday), and closing weeknights in the Math Lab.
- Assist in mentoring new tutors.
- Assist in providing virtual tutoring services for hybrid/online courses.
- Monitor and respond to chat requests for the math lab.
- Maintain a positive and passionate work attitude when assisting students with their needs.

Additional Duties & Responsibilities

Perform other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- Must be majoring in Mathematics or Engineering
- Minimum 3.5 GPA in Mathematic courses
- Prior tutoring experience preferred

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic

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information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/3683734/part-time-math-lab-assistant>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Lee College

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