



## DESIRED JOB QUALIFICATIONS

1. Must be of sophomore or higher classification and have completed one or more semesters at UTEP.
2. A minimum cumulative Grade Point Average of 3.0 and 3.0 in all Mathematics courses.
3. Must have completed Calculus II.
4. Must be able to communicate well orally and relate meaningfully with fellow students as determined in a personal interview.
5. Must be responsible and willing to work under supervision.
6. Previous experience in either teaching or tutoring would be most helpful.
7. Two strong recommendations from the University faculty or administrators.
8. **Must have no campus disciplinary record.**
9. Prospective tutors may be asked to complete a proficiency test in Mathematics.

## JOB REQUIREMENTS

Tutors are expected to:

1. Maintain a 3.0 Grade Point Average each semester they are employed.
2. Must have passed all portions of Texas Success Initiative.
3. Participate in initial and ongoing training programs as requested.
4. Become familiar with all services of the MaRCS and related services.
5. Tutor students individually both in subject matter, and studying and learning skills.
6. Adhere to a predetermined work schedule and keep record of hours worked.
7. Maintain adequate records as required.
8. Dress appropriately and behave professionally.

***The University of Texas at El Paso and the MaRCS do not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, veteran's status or sexual orientation in employment or the provision of services.***

## HOUSE BILL 1922 NOTICE REQUIREMENTS

With few exceptions, you are entitled on request to be informed about the information The University of Texas at El Paso collects about you. Under § 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under § 559.004 of the Texas Government Code, you are entitled to have The University of Texas at El Paso correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Policy 139 (UTS139). The information that The University of Texas at El Paso collects will be retained and maintained as required by Texas records retention laws (§ 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

Dear \_\_\_\_\_:

\_\_\_\_\_ has used your name as a reference for a tutoring position in Mathematics at the Mathematics Resource Center for Students (MaRCS). We want to hire the best qualified tutors, and it is important for us to know whether you recommend this student.

In consideration of your time, the reference form has been designed as a checklist. However, please feel free to add comments or to call me at 747-5366.

Thank you for your help.

Sincerely,

Joe A. Guthrie, Director/Coordinator  
MaRCS

NAME OF STUDENT \_\_\_\_\_

<b>QUALIFICATIONS</b>	<b>HIGHLY RECOMMEND</b>	<b>RECOMMEND</b>	<b>DO NOT RECOMMEND</b>	<b>INSUFFICIENT INFORMATION</b>
Capable of tutoring in Mathematics or Physics				
Able to communicate and relate meaningfully to other students				
Responsible and willing to work under supervision				
How do you know the student?				
Additional comments:				

\_\_\_\_\_  
Professor's Signature

\_\_\_\_\_  
Date

I hereby authorize the above named professor to release the requested information to the professional staff of the MaRCS. I do/do **not** waive access to this information.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

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