

DEPARTMENT OF MATHEMATICAL SCIENCES

TUTOR / GRADER APPLICATION INSTRUCTIONS

TUTORS:

- Tutors are employed in the Mathematics Tutoring Labs on the Lincoln Park and Loop Campuses.
- Tutors must be able to assist students with material from all lower-level courses (100-level or lower) offered by the Department of Mathematical Sciences and must be able to assist with material from some upper-level courses (200-level or higher).
- **Potential tutors must be available between Weeks 2-10 of the quarter and must be able to keep the same hours throughout the quarter.**
- New tutors are required to attend a training session at the start of the quarter before they may begin work.

GRADERS:

- Graders correct homework under the direction of a course instructor.
- **Potential graders must be available to grade for the entire quarter** and must be able to strictly adhere to whatever schedule for collecting and returning work is agreed upon with the course instructor at the start of the term.

ALL APPLICANTS:

- All applicants must be current full-time DePaul students (12 credits for undergraduates, 8 for graduate students).
- Hiring decisions will be made beginning one week prior to the start of classes for the relevant quarter. Decisions will be made based on qualifications, responsibility, availability, and seniority.
- **TO APPLY**, submit both pages of your completed application to Nydia Rodriguez (email to nrodrigu@depaul.edu, or deliver hardcopy to SAC 502). If possible, please do not include this instructions page as part of your application.
- **APPLICATION DEADLINE:** For full consideration, completed applications must be received **at least one week prior to the start of classes for the relevant quarter**. Late applications will be considered on an as-needed basis.
- For more information, contact Nydia Rodriguez (nrodrigu@depaul.edu, 773-325-4878, SAC 502).

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TUTOR / GRADER APPLICATION FORM

ALL APPLICANTS: Complete this section.

Applying for the term(s): _____

Name: _____ ID# _____

Address: _____

Email: _____ Phone: _____

Major(s): _____ Expected date of graduation: _____

Math faculty who could recommend you: _____

Hours per week you would like to work: _____ Have you been employed by DePaul before? _____

TUTORS: Indicate the times and locations you expect to be available for tutoring.

LINCOLN PARK CAMPUS	M	Tu	W	Th	F
10:00 – 11:00					
11:00 – 12:00					
12:00 – 1:00					
1:00 – 2:00					
2:00 – 3:00					
3:00 – 4:00					
4:00 – 5:00					
5:00 – 6:00					

LOOP CAMPUS	M	Tu	W	Th
10:00 – 11:00				
11:00 – 12:00				
12:00 – 1:00				
1:00 – 2:00				
2:00 – 3:00				
3:00 – 4:00				
4:00 – 5:00				

Additional comments regarding availability:

ALL APPLICANTS: Complete the relevant sections on the next page of this form.

