



**Job Title:** Math Mentor  
**Hours per week:** 20 hours (max)  
**Number of positions:** 2  
**Length of Employment:** January 21, 2020 - May 15, 2020  
(Note: Financial Aid eligibility must be met every semester)

**Pay rate:** \$8.00  
**Supervisor Name:** Andrea Otero  
**Method of Contact:** aotero@iaia.edu  
**Department Name & Code:** 173 (ILS—Math)  
**Location:** Learning Lab (Library Building)  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:** Math mentors offer academic support and positive action to ease the stress of transition into mathematics curriculum at the Institute of American Indian Arts. The mentor may work with students one-on-one, in pairs, or groups. The tutor will work with the MATH099 instructor of record to meet student needs and math curriculum.

**Job Description/Responsibilities:**

- Ability to effectively engage students in their academic success, through mutual respect and mutual purpose.
- Ability and willingness to understand and adhere to faculty members' requirements to ensure the academic success of each assigned student.
- Demonstrated and effective inter-personal communication skills, in order to establish mutual respect, rapport and confidence. • Ability to be flexible and responsive to a student's competencies, needs and challenges. • Ability to work successfully as a team member.
- Adhere to appropriate standards of conduct and ethics including:
  - confidentiality
  - follows directives
  - exhibit ability to adapt to changing work environment
  - treat others at all times with dignity and respect
  - exhibit honesty and integrity at all times
- Listening skills
- Assertiveness
- Facilitative leadership

**General Qualifications:**

- Full-time student at IAIA with a minimum 3.0 cumulative grade point average.
- Received a B+ or higher in MATH099.
- Promote individual student responsibility and success in academic development.
- Able to work throughout the Spring 2019 Semester



- Excellent interpersonal skills including verbal and written communication skills, self-advocacy, problem solving, and decision making.
- Lead small group work in classroom discussions as needed.
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- Ensure that an accurate record is kept of students' use of math mentoring.

**Evaluation Procedure(s) and Schedule:** Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14).