



## **Math Department Student Tutor**

### **REPORTS TO**

Chair, Department of Mathematics

### **DEPARTMENT**

Math

### **EFFECTIVE DATE:**

August 17, 2020

### **JOB SUMMARY**

Provide assistance to the staff and department

### **RESPONSIBILITIES**

#### **Essential Functions:**

- Tutors SNU students who are enrolled in 1000- and 2000-level Math Department courses (e.g. Trigonometry, College Algebra, Calculus I, Calculus II, Calculus III)
- Works at least one 2-hour shift per week
- Finds a substitute when not able to work an assigned shift
- Mathematics and mathematics education majors preferred
- Available to work-study students

#### **Required Qualifications:**

- Preference will be given to mathematics majors and mathematics education majors to fill this position.
- Available to work-study students

#### **Supervision Received:**

- Receives supervision and work assignments from a designated supervisor, although other staff members in the unit may provide work direction.



**Updated: April 15, 2019**

**SOUTHERN NAZARENE UNIVERSITY  
DIVERSITY STATEMENT**

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

**SOUTHERN NAZARENE UNIVERSITY  
NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

Employees contact:

Gail Collier  
Director of Human Resources  
Southern Nazarene University  
6729 NW 39<sup>th</sup> Expressway  
Bresee Hall, Room 306  
Bethany, OK 73008  
[405-491-6333](tel:405-491-6333)/ Email: [gcollier@snu.edu](mailto:gcollier@snu.edu)

Dr. Lena Crouso  
Vice-President for Intercultural Learning and Engagement, Chief Diversity Officer  
Southern Nazarene University  
6727 NW 39<sup>th</sup> Expressway  
Bresee Suite 200  
Bethany, OK 73008  
405-491-6600/ Email: [lcrouso@mail.snu.edu](mailto:lcrouso@mail.snu.edu)

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

**Student Contact:**

Marian Redwine  
Associate Vice President of Student Life  
Southern Nazarene University



6729 NW Expressway  
Webster Commons, Lower Level  
Bethany, OK 73008  
[405-491-6336](tel:405-491-6336)/ Email: [maredwine@snu.edu](mailto:maredwine@snu.edu)

**Employee Contact:**

Gail Collier  
Director of Human Resources  
Southern Nazarene University  
6729 NW 39<sup>th</sup> Expressway  
Bresee Hall, Room 306  
Bethany, OK 73008  
[405-491-6333](tel:405-491-6333)/ Email: [gcollier@snu.edu](mailto:gcollier@snu.edu)

**TITLE IX DISCLOSURE**

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, including dismissal or termination of employment.

\*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).