UNT MathLab Employment Hiring Policies as Hourly Student Academic Assistants

(The UNT MathLab Employment Policy Booklet can also be found on the MathLab website)

Employment within the MathLab requires a minimum of a 3.0 mathematics GPA, as well as current enrollment in the semester, and remaining within good standing with the University. Student transcripts will be viewed each semester of employment to verify accurate and current GPA.

MathLab Hiring Priority:

1. Priority for hiring Hourly Student Academic Assistants in the MathLab is distributed by the following criteria:
   a. Mathematics Graduate Students
      - Fall and Spring Semester: These students are assigned by the Graduate Advisor each semester, and will be expected to work 15 hours a week within the MathLab.
      - Summer Semesters: These students request summer support from the Departments Graduate Advisor and are assigned to the MathLab.
   b. Mathematics Undergraduate Majors
      - Priority will be given to those undergraduates Math Majors with previous MathLab experience and who continue to meet the employment criteria.
      - 3.0 Math GPA must be maintained. Failure to maintain this requirement will be grounds for employment termination within the MathLab.
      - Fall and Spring Semester: Every attempt will be made to assign a minimum of 4 hours per week.
      - Summer Semesters: There will be no assigned summer hours. As, the MathLab will be fully staffed by Graduate students.
   c. Mathematics Undergraduate Minors
      - Priority will be given to those undergraduate Math Minors with previous MathLab experience and who continue to meet the employment criteria.
      - 3.0 Math GPA must be maintained. Failure to maintain this requirement will be grounds for employment termination within the MathLab.
      - Fall and Spring Semester: Every attempt will be made to assign a minimum of 4 hours per week.
      - Summer Semesters: There will be no assigned summer hours. As, the MathLab will be fully staffed by Graduate students.
   d. Other Majors and Minors
Priority will be given to those undergraduate of other majors and minors with previous MathLab experience and who continue to meet the employment criteria.

3.0 Math GPA must be maintained. Failure to maintain this requirement will be grounds for employment termination within the MathLab.

Fall and Spring Semester: Every attempt will be made to assign a minimum of 4 hours per week.

Summer Semesters: There will be no assigned summer hours. As, the MathLab will be fully staffed by Graduate students.

Priority will be given (within the pool of candidates each semester) to new applicants who can effectively tutor all classes assisted within the MathLab, in the order as outlined above.

These classes are:
- NCTM 0331, 0371. Pre-Algebra, Beginning Algebra and Intermediate Algebra
- 1010, Fundamentals of Algebra
- 1100, Algebra
- 1180, College Math for Business, Economics and Related Fields
- 1190, Business Calculus
- 1350, Mathematics for Elementary Education Majors I
- 1351, Mathematics for Elementary Education Majors II
- 1400, College Math with Calculus
- 1580, Survey of Mathematics with Applications
- 1581, Survey of Mathematics with Applications with Algebra Review
- 1600, Trigonometry
- 1610, Functions, Graphs, and Applications
- 1650, Pre-Calculus
- 1680, Elementary Probability and Statistics
- 1681, Elementary Probability and Statistics with Algebra Review
- 1710, Calculus I
- 1720, Calculus II
- 1780, Probability Models
- 2100, Functions and Modeling for Secondary Mathematics Instruction
- 2700, Linear Algebra and Vector Geometry
- 2730, Multivariable Calculus
- 2770, Discrete Mathematical Structures
- 3410, Differential Equations I
- 3680, Applied Statistics

**Continuing to meet criteria for employment as an Hourly Student Academic Assistant:**

Criteria for rehiring include, but are not limited to:

**Academic Qualifications:**
- Employment within the MathLab requires a minimum of a 3.0 mathematics GPA, as well as current enrollment in the semester, and remaining within good standing with the University. Student transcripts will be viewed each semester of employment to verify accurate and current GPA.
- Hourly Academic Assistants must be currently enrolled as a student as a condition of employment.
Hourly Academic Assistants must be in good standing and making satisfactory progress towards their degree. “Good Standing” is defined as not being on academic probation or suspension.

Failure to meet the enrollment requirements as set forth above will be grounds for withdrawal of a student’s service appointment and termination of employment within the MathLab.

Reappointment:
Reappointment of Hourly Student Academic Assistants is made in accordance with the instructional needs of the department. A student may be considered for reappointment if he/she:
- Has maintained at least a 3.0 math GPA.
- Has provided satisfactory service and,
- Is in good academic standing and making satisfactory progress towards a degree, as defined by the undergraduate or graduate catalog.

Competence in working with Students:
- Accuracy of academic content
- Ability to effectively interact, access, and communicate with students in a respectful manner.

Attendance and Punctuality:
- Attended the pre-semester meeting, and any other mandatory meeting called during the previous semester.
- Arrives on time for their scheduled shifts
- Makes arrangements if needing to swap a shift with co-workers and notifies their supervisor promptly.
- Notifies supervisor if ill and unable to make their shift at least 1 hour before their scheduled shift.

Professional Development:
- Attends trainings and participates with online training sessions
- Maintaining a professional attitude while on the job. This includes:
  - Appropriate demeanor with coworkers and student users
  - Appropriate dress (follows the outlines dress code in the policy booklet)
  - Exercises good judgment—remembering that the MathLab is a worksite, not a student lounge.

Meeting Administrative responsibilities:
- Timely response to email communications
- Timely submission of paperwork
- Accurate and Timely submission of timesheets each pay period