**Tutor Application Process**

**Academic Requirements**

To be eligible you need
1. a high average over all mathematics subjects at university; this includes first year and after first year;
2. familiarity with and confidence to teach the courses offered.

Every application must include an academic transcript. See below under How To Apply

**Rate of Pay**

SSS tutors are paid at the (current) rate of $36.49 per hour. Further information can be obtained from Mrs Julie Hebblewhite

**Tutorial Material**

You will be expected to be familiar with the course material being studied by the students. You will have access to the lecture notes available to refresh those fading memories, and to keep you up to date with the progress of the course. The tutorial course packs will be available at the SSS centre, RC-3064.

**Communication Policy**

All official communication between the SSS and the tutors will be by e-mail, at the official UNSW email addresses.
Tutor-student relationship

All tutors are expected to behave professionally towards students.

Feedback

The centre coordinators welcome any ideas or constructive criticism regarding the SSS. All feedback or any problems regarding tutors may be referred to the coordinator.

How To Apply

1. Get an envelope and put the following things inside it:
   - A cover letter.
   - A copy of your CV including all relevant tutoring experience.
   - An official copy of your academic transcript (web printout is fine).
   - You should also list any subjects from other tertiary institutions, and any marks which for some reason may not appear on your transcript. To be eligible, you need a high average over all of your mathematics subjects at university.
   - A list of times when you are not available.

2. Mark the envelope "Student Support Scheme Application", and drop it in to Joshua Capel's office (Red Centre room 4081) or the main office RC - 3070.

Applications for Session 1, 2010 tutoring are closed now. Applications to tutor in future sessions are welcome at any time.