

Seward County Community College
Structured Compensation - Job Description
Mathematics Resource Center Coordinator

Data Year: 2018

Prepared On: 12/19/2018

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|--------------------|------------------------|----------------------|------------|
| Department: | Math/Science/HPERD | Grade: | 9 |
| Reports To: | Dean of Instruction | Classification: | Exempt |
| Supervises Direct: | 3 to 5 Student Workers | Supervises Indirect: | 0 |
| Approved By: | Dr. T Carter | Effective Date: | 08/01/2018 |
| FLSA Basis: | Professional | Revised Date: | 12/19/2018 |

Role:

Position monitors, tutors, and assists students in a laboratory setting in mathematics. Additionally, this position will supervise student tutors in the Math Resource Center.

Essential Functions & Responsibilities:

- E 40% Monitors, tutors, and assists students in a mathematics laboratory setting.
- E 30% Supervise student tutors and work to improve the effectiveness of the MRC.
- E 15% Participate in college committees and/or initiatives.
- E 15% Develop, prepare, monitor, and submit reports for Dean as well as participating in regular meetings with supervisors and coworkers.

Performance Measurements:

1. Develop and implement evaluation processes for the mathematics courses in collaboration with other math instructors.
2. Provide quality assistance and instruction to students in the Mathematics Resource Center by working with students individually or in small groups.
3. Develop a good enthusiastic relationship with students by showing a willingness to answer questions and encourage students to express themselves.
4. Demonstrate a commitment to high student standards by encouraging student responsibility, ethical behavior, and stressing consistency in class work and attendance.
5. Use a variety of techniques and technology to actively engage students in the learning process.
6. Develop and utilize a variety of assessment tools to validate course, program, and institutional outcomes.
7. Comply with established federal, state, and college safety regulations and policies.
8. Perform tasks with minimal supervision to the expected performance level.
9. Complete monthly reports by deadline.
10. Actively participate in meetings with Math faculty and Division Chair of Math, Science, and HPERD.
11. Provide appropriate and regular training and supervision of student tutors in the Mathematics Resource Center.

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12. Work with math faculty, tutors and others on campus to improve the use and effectiveness of the Mathematics Resource Center.

Knowledge and Skills:

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| Experience | Two years to five years of experience tutoring or teaching Math at the high school or college level. |
| Education | Bachelor's in Mathematics or secondary education with emphasis in Math. |
| Interpersonal Skills | Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation. |
| Other Skills | <p>Knowledge:</p> <p>Community college teaching experience, curriculum development, and assessment. Evidence of thorough and accurate knowledge of mathematics from developmental through calculus sequence.</p> <p>Skills:</p> <p>Proficiency in computer applications as well as mathematics software. Excellent written, oral and interpersonal communication. Possess the ability to maintain confidential information. Possess critical thinking skills.</p> <p>Abilities to:</p> <p>Prioritize tasks. Manage multiple projects. Develop relationships with internal and external stakeholders. Explain mathematical concepts in a variety of ways for students at different levels of understanding. Recruit, supervise and develop student tutors.</p> |
| Physical Requirements | <p>Physical requirements are based on an 8 hour work day and may vary slightly.</p> <p>Sitting for a period of 1 hour at one time with a total of 3 hours Standing for a period of 1 hour at one time with a total of 4 hours Walking for a period of 30 min at one time with a total of 1 hour Lifting up to 25 lbs. occasionally Carrying up to 25 lbs. occasionally Use of right and left hand for simple grasping, pushing and pulling, and fine manipulating Keyboarding approximately 2 hours daily Bending, squatting, crawling, climbing, and reaching above shoulder level occasionally Driving automotive equipment occasionally</p> |
| Work Environment | Typical tutoring lab and classroom environment. Department meetings and occasional travel for conferences. |

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Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature