



MATH SKILLS COORDINATOR POSITION ANNOUNCEMENT

- POSITION TITLE** : Coordinator Math Skills Component, Academic Achievement Programs
- CATEGORY** : Exempt (1.0 FTE) Full-time Position
- RESPONSIBILITIES** : Teaching, Curriculum Development & Supervision: Planning, developing, implementing and evaluating the curriculum for the math skills component of the Intensive Educational Development program for the academic year and for the Summer Transitional Program
- A. Provide instruction for students enrolled in the program
 - B. Design and present math skills /tutoring workshops
 - C. Selecting, training, supervising and evaluating staff
 - a. 3-5 tutors and 2-3 assistants during the academic year
 - b. One $\frac{3}{4}$ instructor
 - c. One Graduate Assistant during the academic year
 - d. Three Summer Instructors
 - D. Coordinate Diagnostic Testing sessions with the Counseling Coordinator
- Evaluation, Program Effectiveness Assessment and Student Performance:
- Providing quantitative and qualitative data of student performance and records of student participation
- Coordinating department's Early Warning System during the summer and academic year
- Compiling department data for annual report to the Dean of Undergraduate Studies
- Participate in departmental and campus-wide committees related to retention and student success
- Serve as liaison to faculty teaching CORE courses related to student curriculum
- QUALIFICATIONS** : Minimum: Master's degree in one of the following areas: Math Sciences, Math Education, or related areas. Preferred: Ph.D. or Doctoral candidate in a relevant field.
- EXPERIENCE** : Two years of teaching experience at the college/university level.

Experience working with low income, first generation students.
Experience in math development/math education.
Experience working with special needs students is highly desirable. Track record of innovative teaching strategies to engage students of study of math

KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent analytical, writing and speaking skills
Strong written and verbal communication skills
Knowledge of instructional strategies.
Sensitivity to working with multicultural student populations.
Innovative, creative, and motivating teaching methods for math from basic to advanced applications.

EMPLOYMENT START : Be available mid November 2012

SALARY RANGE : Commensurate with experience

TO APPLY : Apply at the University of Maryland Human Resource Website:
<http://www.jobs.umd.edu>

Attach a cover letter describing experience, resume/CV, and the name and complete contact information for (3) professional references.

CLOSING DATE : Best consideration date of October 22, 2012

DIVERSITY STATEMENT : The University of Maryland, College Park, actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, political affiliation, or gender identity and expression. Minorities and women are encouraged to apply.