

Associate Director of Mathematics Learning Center
Boise State University
Search # 498715

Overview:

We seek a dynamic and collaborative leader, and an empathetic educator, for the position of Associate Director for the Math Learning Center (MLC). Housed in the College of Arts and Sciences, and an integral part of Boise State Students' First Year Experience, the MLC delivers award-winning practices for mathematics teaching and student support. The MLC delivers courses ranging from foundational mathematics through precalculus with the aim of supporting students' development of self-efficacy, metacognition, and collaborative study habits to help ensure success in future math courses. Faculty in the MLC work toward the same course learning outcomes and common student experiences that reflect best practices for mathematics learning. The Associate Director of the MLC works closely with the MLC Director, staff, and faculty to investigate the effectiveness of MLC course curriculum and interventions, making adaptations as needed, to support MLC students and instructors.

Closes: Until filled. Priority review begins January 21, 2025.

About Us:

Nestled along the Boise River and steps from the state capitol, Boise State University fosters a vibrant and welcoming academic environment that fuels student and employee success. We're a trailblazing institution, nationally recognized for our innovative spirit and commitment to positive impact on Idaho and beyond.

We're building a thriving community of faculty and staff whose unique skills, experiences, and perspectives come together to create a rich and rewarding academic experience. Applications from all backgrounds are welcomed.

Job Summary/Basic Function:

We seek a dynamic and collaborative leader, and an empathetic educator, for the position of Associate Director for the Mathematics Learning Center (MLC). Housed in the College of Arts and Sciences, and an integral part of Boise State Students' First Year Experience, the MLC delivers award-winning practices for mathematics teaching and student support. The MLC delivers courses ranging from foundational mathematics through precalculus with the aim of supporting students' development of self-efficacy, metacognition, and collaborative study habits to help ensure success in future math courses. Faculty in the MLC work toward the same course

learning outcomes and common student experiences that reflect best practices for mathematics learning. The Associate Director of the MLC works closely with the MLC Director and staff to investigate the effectiveness of the MLC course curriculum and interventions. Based on this evaluation, the Associate director works closely and on a regular basis with MLC staff and faculty to make adaptations as needed to support MLC students. Our goal in the College of Arts and Sciences is to ensure that all first-year students, and the instructors who support them, can thrive. More information about the Math Learning Center can be found at <https://www.boisestate.edu/math/academics/mlc/>

We seek an innovative and flexible thinker who can coordinate the MLC tutoring labs and help expand the near-peer mentor supports provided to MLC students. With the goal of increasing first-year retention, the Associate Director works closely with the MLC Director to evaluate and ensure the delivery of a high-quality program to all students. To further support this, the Associate Director collaborates with MLC faculty to develop policies and practices that govern the “Foundations of Mathematics” (FM) requirement to align with university and state level general education expectations.

The new Associate Director will play an important role in guiding the program into the future, aligning the MLC with the University’s strategic plan, and supporting the program to engage in the University’s aspirational values to help every student succeed. To clearly track progress and measure success in student support, the Associate Director must engage in consistent programmatic assessment and data-driven decision-making.

This position is a 12-month, professional staff position. Candidates must be able to work on-site.

The new Associate Director will find Boise State University is an exciting place to work. We are a large, public university in Idaho with an enrollment of more than 24,000 students, located in Idaho’s capital city and largest metropolitan area. The university engages local government, businesses - including a growing high-tech sector, health care providers, and populations across the state as well as the region. Nested in the foothills, Boise is convenient to outdoor recreation, including world-class whitewater rivers, skiing, mountain biking, hunting, fishing, and camping. Boise is driving distance from many national parks as well as major metropolitan cities, such as Portland, Seattle, Salt Lake City, and San Francisco.

Boise State University is a Carnegie Classified Doctoral Research University with an innovative model that emphasizes rigorous research and a strong commitment to teaching our undergraduate and graduate students. We have a Carnegie Community Engagement classification and are working to become an Emerging Hispanic Serving Institution.

Level Scope:

Oversees through subordinate Managers a large, complex organization with multiple functional disciplines/occupations, OR manages a program, regardless of size, that has critical impact upon the campus. Significant responsibility for formulating and administering policies and programs, manages significant human, financial, and physical resources, and functions with a very high degree of autonomy. Frequently influences business decisions made by senior leadership. Oversees through subordinate Managers the accountability and stewardship of campus resources and the development of systems and procedures to protect organizational assets. Negotiates and influences others to understand and accept new concepts, practices and approaches.

Essential Functions:

- Manage and oversee MLC curriculum development and delivery and serve on related department committees
- Analyze data to engage in continuous improvement of MLC services and programs
- Support the Director in managing and implementing policies for the Math Learning Center
- Collaborate with MLC staff and faculty on a daily basis
- Oversee MLC Tutoring programs and manage all student employees
- Supervise and support graduate teaching assistants and adjunct faculty
- Oversee MLC course scheduling
- Serve as an instructor for one MLC course per semester

Knowledge, Skills, Abilities:

- Problem-solving skills
- Organization skills to help streamline and build efficient processes
- Knowledge of curriculum creation for foundational and gateway mathematics
- Ability and experience working with faculty and academic departments
- Ability to lead and coach staff
- Knowledge of effective collaborative learning strategies and pedagogy within higher education
- Ability to conduct program assessment
- Effective interpersonal skills

Minimum Qualifications:

Bachelor's Degree and 5 years professional relevant experience including 1 year managerial experience

Preferred Qualifications:

Ph.D or M.S. in Mathematics Education or a related education field, including 3 years leadership experience and expertise in undergraduate mathematics curriculum. At least 5 years of teaching experience in higher education, specifically introductory mathematics classes

Salary and Benefits:

Anticipated salary of \$65,000-\$70,000. Salary commensurate with experience. Boise State University is committed to offering a benefits package that provides health and financial protection plans as well as resources to promote health and well-being. Our program provides flexibility so you can choose the benefits that are right for you and your family. Learn more about our benefit options at <https://hrs.boisestate.edu/benefits/>.

Required Application Materials: (to be submitted through PageUp)

- Cover letter (max 2 pages) describing your interest and qualifications for this particular position, speaking to the specifics of as outlined in the job posting. The cover letter should also briefly include a statement on your philosophy of teaching and learning mathematics.
- Resume or CV
- The application interface will prompt you for the names and contact information for three professional references.