



Part-Time Online Assistant Math Center Director Science and Mathematics

SM/5

JOB SUMMARY

This position is responsible for assisting in distance learning and on-campus students that require help for individual courses. The job requires an individual to work closely with learning support students. In addition, the job requires an individual to have a sufficient amount of knowledge regarding all mathematics courses offered by Dartton State College.

MAJOR DUTIES

- Explains mathematical concepts.
- Familiarization with course material.
- Checks student work.
- Coordinates and provides information to faculty.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of mathematics tutoring principles.
- Knowledge of a variety of math topics.
- Knowledge of learning theories.
- Knowledge of computers and job-related software programs.
- Skill in tutoring students.
- Skill to make timely decisions.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Math Center Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include center, division and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The unique needs of each student contribute to the complexity of the position.
- The purpose of this position is to assist distance learning students. Success in this position contributes to the successful education of students and to compliance with accreditation standards.

CONTACTS

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed online.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of an associate's degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for two years.