



Assistant Math Center Director Science and Mathematics

SM/4

JOB SUMMARY

This position is responsible for assisting in directing the operations of the Math Center.

MAJOR DUTIES

- Tutors students in math.
- Performs the duties of the Match Center Director in his or her absence.
- Works with instructors to coordinate laboratory work with class work.
- Assists in developing marketing strategies to inform students of Math Center programs and services.
- Assists in maintaining the equipment and inventory list.
- Supervises student workers.
- Assists in keeping the Math Center clean and neat.
- 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 college and Math Center policies and procedures.
- 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 work consists of varied supervisory and tutoring duties. The unique needs of each student contribute to the complexity of the position.
- The purpose of this position is to assist in directing the operations of the Math Center. 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 in a Math Center.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position supervises assigned student workers.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate 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.