

Announcement of Available Position

The following position is available to those with active applications in the Mathematics, Mathematics Education, and Statistics Non-tenure Track Faculty Applicant Pool:
Assistant Director of Math Learning Center (12 WLU per academic year).

The Math Learning Center is a drop-in tutoring center supported by student fees from the courses M 105, M 121, M 151, M 161, M 165, M 166, M 171, M 172, M 181, M 182, M 221, M 273, M 274, M 283, M 284, Stat 216, Stat 217, Stat 332. The Center is staffed by instructors of these courses as well as undergraduate tutors, with 4 -7 tutors on duty at any time and capacity for up to 60 student users at any time.

The Successful Candidate will be a highly effective communicator, with the capacity to work flexibly and collaboratively with others in the Department of Mathematical Sciences. The candidate will have refined organizational and time management skills, will take initiative and work well independently, and will be skilled at prioritizing, organizing, and working on multiple projects.

MLC Assistant Director Duties

- General:
 - Serve as assistant to the Director of the MLC, ensuring that the program operates as efficiently and smoothly as possible
- Scheduling:
 - Undergrads- plan in coordination with Director
 - One-hour instructors- plan in coordination with Director
 - Finals week- plan in coordination with Director
- Data/IT:
 - Summary of usage after each semester for scheduling, records, and distribution to SSCs
 - Instructor log weekly hours check and report to Director
 - Website maintenance- post semester schedules and any updates
- Other:
 - Purchase supplies for MLC: coordinating with math office purchases- markers, pencils, table cleaner, hand sanitizer, paper towels, Kleenex, etc.
 - Assist Director with undergraduate tutor interviews
 - Paperwork: print calendar of exams for MLC, print Box assignments and course solutions for MLC, print copies of final schedules for MLC
 - Assist Director with MLC Special Events
- Tutoring:
 - Work as supervisor in MLC while tutoring- 10 hours per week each semester

To Apply

Apply via email to Stacie Rath, stacie.rath@montana.edu. Provide a single pdf attachment that includes a resume or CV, a cover letter, and the names and phone numbers or email addresses of three professional references. The cover letter must address specifically how the applicant has qualifications and experience to fulfill the duties described above. Screening will begin on May 9, 2018.