

**Department of  
Mathematical  
Sciences**

- Mathematics
- Math Education
- Statistics

## **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: **Director of Math Testing Center** (2 WLU per semester)

The Math Testing Center is a classroom used for administering exams in Mathematics and Statistics courses, as scheduled by Department of Mathematical Sciences faculty members. The center is supported by student fees in undergraduate mathematics courses. The Center is staffed by proctors and is available Monday – Thursday 9am – 3pm, and often during extended hours to facilitate the administration of common hour exams.

The Successful Candidate will be an 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.

### **MTC Director Duties**

- Supervise the Math Testing Center, Monday – Thursday.
- Recruit, train, and supervise daytime staff
- Be responsible for providing back-up to proctors and problem-solving when issues arise.
- Facilitate the administration of common hour courses by assisting supervisors of courses with common hour exams to provide the alternative test times they need; open the Testing Center for after-hours proctors, and ensure exams are delivered to the Testing Center and back to instructors.
- Every semester, collect and record Testing Center usage by course and day, summarize entire semester use, and report to the Department Head.

### **To Apply**

Apply via email to Stacie Rath, [stacie.rath@montana.edu](mailto: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.