



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 9/13/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Coordinator of Math Learning Center
Status: Full-time, calendar year appointment
Grade: 10
Union Affiliation: PSA@ RIC (Professional Staff Association)
Reports to: Director, OASIS

PRIMARY PURPOSE:

The Coordinator of Math Assessment and Tutorial Services in the Office of Academic Support (OASIS) provides leadership for tutorial services and math assessment at Rhode Island College, including the recruitment, selection, training, and evaluation of undergraduate peer tutors, assessment of incoming students' mathematics skills utilizing the Accuplacer assessment tool, and liaison to the Department of Mathematics/Computer Science.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Coordinate math assessment and tutorial services in OASIS.
- Hire/supervise/train/evaluate undergraduate peer tutors.
- Oversee weekly scheduling of tutorial staff each semester.
- Conduct ongoing evaluation of services to assess effectiveness and guide planning, to include the expansion of services.
- Collaborate with faculty of Math/CS to provide support to students and to determine needs for additional delivery methods such as class-linked tutors.
- Assist in the implementation of math placement testing for incoming students.
- Prepare Accuplacer prep workshop for incoming first year students.
- Assist in coordination of the *Math Fast Track* initiative, which incentivizes students to complete basic math competency before or during the students' first semester.
- Schedule and proctor Accuplacer testing for the Math Competency Requirement.
- Provide Accuplacer testing with special accommodations for students registered with the Disability Services Center.
- Engage in professional development, including ongoing research in best practices, attendance at conferences, and possible memberships in organizations such as LAANE, MAA, AMA.
- Participate in College and Departmental activities directly related to this position.

Occasional Job Functions:

- Perform other duties and responsibilities as assigned by the Director of OASIS.
- Work with individual administrators or faculty members on math issues in specific classes or disciplines, or on developing new outreach programs.

REQUIRED QUALIFICATION STANDARDS:

Education:

M.A. in Mathematics

Experience:

Minimum of 3 years of experience providing math assessment and tutorial services.

Skills, Knowledge, and Abilities:

- Demonstrated ability to differentiate instruction for students with diverse needs.
- Demonstrated ability to work with a racially and ethnically diverse student population.
- Demonstrated ability to communicate effectively with students and colleagues, both orally and in writing.
- Demonstrated organizational skills/ability to multitask.
- Evidence of commitment to professional growth and development in academic support field.
- Demonstrated ability to work with computer-based systems and software.

PREFERRED:

- College-level teaching experience.
- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The college requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.