



Human Resources Office
POSITION OPEN

April 30, 2009

EXTERNAL

Title: **Mathematics Tutorial Laboratory Coordinator**
This position is in the Faculty Association.

Department: Academic Support Services

Position Number: AMA140

Academic Year: 52 weeks/year, 40 hours/week

Date Available: July 1, 2009

Salary: \$49,941 - \$52,437

Reports to: Associate Director of Academic Support and Assessment

MAJOR RESPONSIBILITIES

- Supervise and coordinate all tutoring in the Mathematics Tutorial Lab.
- Recruit, select, hire, train, supervise, evaluate and serve as mentor to professional staff and student tutors/lab assistants.
- Tutor students individually and in groups in developmental and college level course work.
- Coordinate tutorial services for math, advanced math and physical science for summer months as needed.
- Participate in the development and delivery of tutoring training for all GRCC tutors and develop and deliver subject specific training for Mathematics Tutorial Lab tutors.
- Develop tutoring strategies to meet the needs of a diverse learning population.
- Stay current with Mathematics Department curriculum as well as best practices and research in learning theory and practice.
- Participate in Math AFP program development and implementation at supervisor's request.
- Develop and implement group tutoring sessions.
- Organize and coordinate peer study groups for "gateway" courses including developmental and college level Math courses.
- Monitor Math Lab and associated Computer Lab budget.
- Promote and develop students' academic success by encouraging independent, self-actualized learning.
- Establish and enforce lab policies for both the Math Lab and Computer Lab.
- Schedule professional and student tutors for Math Lab and Computer Lab.
- Coordinate with departments to schedule dedicated time in the Math Computer Lab on an as-needed and ongoing basis.
- Maintain close working relationship with other lab coordinators to ensure consistency of campus wide tutorial services.
- Develop and maintain close working relationship with math department faculty and staff regarding course materials, procedures and content.
- Coordinate, manage and ensure the security of all Lab resources including lab computers
- Prepare special review materials and practice tests in both written and electronic formats.
- Disseminate information and give presentations about lab to students, faculty and staff.
- Collect and examine lab usage data to determine tutorial needs for Math (including developmental courses).
- Participate in Academic Support Department data analysis and review.
- Communicate with instructors and staff regarding individual needs of students.
- Maintain and update the Lab website in coordination with other tutorial lab coordinators.
- Attend Academic Support staff meetings as well as Math Department meetings as requested by supervisor.
- Work collaboratively with the Academic Support team to insure continuous improvement of service and support college wide student success initiatives.
- Supervises professional tutors, student tutors and lab assistants.
- Perform other duties and responsibilities assigned by supervisor.

REQUIREMENTS

- Master's Degree in Mathematics, Math Education, Developmental Math, or a closely related field with coursework in higher mathematics required.
- Two years experience teaching/tutoring students in Math and Developmental Math.
- Bilingual or foreign language experience preferred but not necessary.
- Experience with assistive technologies a plus.
- Demonstrated content knowledge of courses/department curriculum to be supported.
- Demonstrated ability to work with students from diverse educational and demographic backgrounds.
- Ability to effectively participate in a collaborative decision making process.
- Ability to manage labs with minimal supervision.
- Possession of leadership qualities.
- Ability to communicate effectively, both verbally and in writing, to assist students and staff in a professional manner.
- Ability to adapt to demanding work environment and flexible work schedule.
- Demonstrated professionalism and possession of character qualities including: organization, promptness, courtesy, confidentiality and dependability.
- Computer literate.
- Ability to learn and maintain up-to-date skills in computer technology including software.

METHOD OF APPLICATION

- To apply for this position, please visit our website at www.grcc.edu/jobOpportunities Grand Rapids Community College is only accepting online applications for this position. Submit a cover letter resume, copy of unofficial transcripts, and three professional reference letters. The opportunity to apply for this position will close on May 29, 2009. Individuals with diverse backgrounds are encouraged to apply. Grand Rapids Community College is an Equal Opportunity Employer.



GRAND RAPIDS COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER.

Grand Rapids Community College is an equal opportunity institution and does not discriminate on the basis of gender, race, color, national origin, religion, height, weight, age, marital status, disability, sexual orientation, status as a disabled veteran or Vietnam Era veteran and/or any other legally protected class not heretofore mentioned, in any of its educational programs and activities, including admissions and employment. Further information may be obtained from the Director of Labor Relations, AA/EEO, 404B CPP, 143 Bostwick Avenue NE, Grand Rapids, Michigan 49503-3295. Telephone 616 234-3453.

MISSION

It is the mission of Grand Rapids Community College to provide the community with learning opportunities that enable people to achieve their goals.

VISION

Grand Rapids Community College is a vibrant institution of higher education dedicated to enriching people's lives and contributing to the vitality of the community.

ENDS POLICIES

In order to provide this region and its residents with learning opportunities which will enrich individual lives and contribute to the vitality of the community, the Grand Rapids Community College Board of Trustees sets forth, as its statement of purpose for Grand Rapids Community College, the achievement of the following ends:

COMMUNITY OUTREACH	The College will be involved in the community through outreach, partnerships and resources.
DEVELOPMENTAL EDUCATION	Students will be equipped with skills to learn and develop in order to achieve their lifelong goals.
DIVERSITY	This College will continue to be a force that advances an understanding of diversity for all people.
ENTRANCE & TRANSFER	Students will be able to enter, be successful at, and transfer beyond GRCC.
FLEXIBLE LEARNING	Learning opportunities will be made available through the continuing development of delivery systems.
LIFELONG LEARNING	The College will create opportunities for persons who want to continue, renew or enrich their learning throughout their lives.
WORKFORCE DEVELOPMENT	GRCC will prepare people to secure employment in all sectors of the economy, to contribute to and sustain the long-term economic viability of the community.

In order to provide a healthier, safer learning environment for everyone, Grand Rapids Community College is a tobacco-free campus.