

Position Title: Math Support Center Student Associate

Department: Mathematics and Computer Science

Supervisor: Rachel Dunwell

Job Description: The Math Support Center (MSC or Center) seeks to provide learning support for students of any course with a mathematical or computer science component. Currently this includes all the 100 level courses offered by the Mathematics and Computer Science Department. The forms of support offered include traditional peer-tutoring, peer lead group study, skill workshops, and formative assessment. The Center also investigates the effectiveness of various forms of learning support. Since the start of the MSC in fall 2005 it has grown considerably in size and complexity.

Position Requirements:

A candidate for this position must have:

- a displayed interest and competence in mathematics
- excellent communication and networking skills
- an ability to adapt to a variable working environment
- an ability to work both day and night hours

Position Duties:

The Student Associate will have direct oversight of:

- orientating new peer tutors
- facilitating the peer tutors with all necessary materials during their tutoring sessions
- producing and maintaining a schedule for the center that optimally addresses the needs of all courses
- organizing peer tutor training sessions
- liaising between peer tutors and faculty regarding course materials and tutoring methods
- acting as an ambassador for the MSC

The Student Associate will assist the MSC director with:

- transmission of current pedagogical practices to the peer tutors
- recruiting new peer tutors
- researching current practices in similar teaching and learning centers at other institutions
- planning, executing and analyzing the evaluation of the Center's effectiveness
- piloting new approaches to utilizing the Center
- applying for additional resources for the Center