



Position: Part-Time Math Coordinator & Tutor

Department: Center for Learning and Leadership

Reports to: Director of the Center for Learning and Leadership

Job Summary: On a part-time basis, the Mathematics Coordinator functions as an important part of the academic support team by providing programming and direct assistance to students in mathematics, and mathematics-related programs to increase confidence and performance.

Duties and Responsibilities:

- Provide individual and group tutoring and academic support services to students enrolled in undergraduate courses for the areas listed below:
 - Mathematics (all undergraduate levels and types)
 - Physics
 - Economics
 - Information Technology
- Coordinate, implement, and provide instruction for the summer mathematics bridge program.
- In collaboration with the Mathematics Department, update, maintain and coordinate the mathematics skills assessment, and relevant assessment information for incoming students.
- Assist the Director with supervising and training peer tutors.
- Utilize the Navigate platform to enter and monitor student appointment summaries, monitor academic and retention alerts, update CLL related content and push-notifications on the student-facing app, create a communication campaign calendar to connect students to the program resources and campus supports.
- Develop creative strategies to engage and promote mathematics support and tutoring, including but not limited to connecting with students who have been flagged for increased support need.
- Serve as an embedded tutor.
- Manage study group sessions.
- Maintain academic and study resources for programs listed above.
- Maintain compliance with SFC and Family Educational Rights and Privacy Act (FERPA) regulations at all times, including upholding the highest standards of academic integrity.
- Stay abreast of the college's rules and policies to direct students to the appropriate resources within the college and ensure proper security for student educational records in accordance with the FERPA.
- Participate in specific events which include but are not limited to, the College's Open House, Admitted Student Day and other recruitment events, orientations, or special events which may require evening, or weekend work.
- Perform additional duties as assigned.

**Qualifications:**

- BA or BS degree required in mathematics or mathematics-related field; master's degree in mathematics, mathematics-related or higher education field preferred.
- 1 - 2 years' experience providing individual tutoring support, or other support instruction to college students is preferred.
- Schedule: Flexibility in work hours is required to accommodate changes to class schedules, enrollment and other factors throughout the College's academic year. Some evening hours may be required.
- Strong proficiency in software such as: Microsoft Office Suite, especially Excel, Word, and PowerPoint; SPSS
- Experience providing individual tutoring support or other learning support instruction to high school or college students.
- Demonstrated inclusive and student-centered philosophy of student learning support.
- Excellent communication and interpersonal skills; ability to work well with students, faculty and academic administrators.
- Culturally sensitive and caring with a deep understanding and appreciation of an inclusive multi-cultural college community and the Franciscan traditions of St. Francis College.

Working hours: up to 24 hours per week

Pay Range: \$18.00 - \$20.00 per hour

The advertised pay scale reflects the minimum and maximum salary range for this role. The specific compensation offered to a candidate may be dependent on a variety of factors including, but not limited to; the candidate's experience, education, credentials and/or qualifications.

About St. Francis College: For 160 years, St. Francis has been driven by dreams-powered by big ideas, bold ambitions, and the courage to bring them to life. Located on a dynamic campus at a global crossroads, St. Francis College invites students to learn in the heart of Brooklyn, an exhilarating mix of cultures and neighborhoods, home to innovative starts, storied organizations, and the city's largest concentration of college students. The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City, and to serve the needs of the local community in which they live and study. We educate the whole person for a full, relational life, developing the students' talents and abilities to form confident alumni well prepared for graduate study, for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership. St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

Interested applicants can apply by [clicking here](#).



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