



Position Title: Math Specialist
Reports To: Dean of Student Success & Retention
Department: Student Success & Retention
Classification: Full time

POSITION OVERVIEW

The Math Specialist is responsible for providing Math support for students at all classification levels at the college.

DUTIES AND RESPONSIBILITIES

- Assists individual and group instruction by tutoring undergraduate students in Math (Arithmetic, Algebra, Trigonometry, Statistics, Pre-Calculus, Calculus, and Probability Theory)
- Work with students who need extra tutoring in Developmental Math concepts and General Education math courses
- Provide feedback, as appropriate, to faculty and the Dean of Student Success & Retention, regarding performance and progress
- Consult with faculty regarding writing prompts and instruction
- Provide math workshops in classroom and co-curricular settings
- Manage caseloads of ongoing student support for at-risk students
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college required
- College or high school level teaching experience and/or tutoring experience preferred
- Must be available to work a flexible schedule twice a week

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge or awareness of the operation of educational institutions
- Ability to use and manage microcomputer facilities
- Ability to troubleshoot computer hardware and software
- Excellent customer service skills
- Excellent organizational and facilitation skills

- Ability to display attention to detail
- Display independence of thought and action
- Excellent oral and written communication
- Ability to function independently and with minimal supervision
- Ability to contribute productively as a team member

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter
- Resume
- Provide samples of relevant work or complete requested proof of skillset requirement
- Unofficial transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please