

Mathematics Assistance Center Supervisor - Department  
of Mathematical Sciences – College of Liberal Arts &  
Sciences (4149)  
Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=187386>

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Posted: Jun. 15, 2022, set to expire Oct. 15, 2022

**Job Title** Mathematics Assistance Center Supervisor -  
Department of Mathematical Sciences – College of  
Liberal Arts & Sciences (4149)

**Department** Mathematical Sciences

**Institution** Northern Illinois University  
DeKalb, Illinois

**Date Posted** Jun. 15, 2022

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Mathematics/Applied Mathematics

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**Job Description**

**Primary Function**

Anticipated full-time (non-tenure track) position to begin July 2022 supervising the Mathematics Assistance Center (a mathematics tutoring center on campus). Duties include tutoring in undergraduate mathematics up through third semester calculus, establishing the staffing schedule on a per-semester basis, working with relevant course coordinators to maintain consistency in expectations of material mastery, coordinating office hours of relevant instructors and graduate teaching assistants, supervising undergraduate student tutors, monitoring usage and analyzing subsequent data to maintain and/or improve student outcomes. The Department will strongly consider applicants who have an interest in transforming undergraduate programs to better serve students of diverse backgrounds. Diversity is an institutional value of NIU, the 2021 winner of the Higher Education Excellence in Diversity (HEED) Award from INSIGHT Into Diversity magazine, the oldest and largest diversity-focused publication in higher education. We seek individuals who fully embrace NIU's mission of

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providing opportunity to a diverse student body by providing them with access to high quality education. Experience teaching and mentoring students of diverse backgrounds is highly preferred.

**Duties and Responsibilities (generally)**

The MAC Supervisor should spend at least 32.5 hours per week in the MAC. During these hours the MAC Supervisor will:

- Work with the relevant course coordinators to ensure students are receiving correct and relevant help; make sure tutoring is not at cross-purposes with instruction.
- Train Graduate Teaching Assistants (GTA) and Student Interns (SI) to tutor students.
- Help GTA and SI if they encounter any problems while tutoring students.
- Tutor undergraduate students in mathematics up through third semester calculus.

The MAC Supervisor will organize, administer, and coordinate the running of the Center.

- Establish the schedule for staffing of the MAC, maximizing the number of hours between 9:00 am and 4:00 pm when students can receive assistance.
- Coordinate “office hours” of relevant instructors and graduate teaching assistants who will be staffing the MAC.
- Work with any SI students who will be acting as tutors, coordinating their schedules to maximize course coverage during MAC hours.
- Keep records of student usage and staff labor.
- Notify the department Chair of staffing issues.
- Evaluate data collected on student usage of the MAC and adjust scheduling as justified.
- Compile data at the end of the semester and report to the Chair.
- Communicate with the Husky Academic Support Center to coordinate staffing and report any relevant issues.
- Coordinate promotional and informational material regarding the MAC.

**Minimum Required Qualifications**

M.S. or M.A. in mathematics or its equivalent required at the time of appointment. Experience teaching first and second year college mathematics with demonstrated excellence thereof required.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**



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