

University Math Center Coordinator
Alcorn State University

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Posted Jan. 16, 2025, set to expire May 18, 2025

Job Title	University Math Center Coordinator
Department	School of Arts & Sciences
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Jan. 16, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor Professional Staff
Academic Field(s)	Mathematics/Applied Mathematics
Job Website	https://jobopps.alcorn.edu/postings/7473
Apply By Email	
Job Description	

The coordinator is responsible to keep the University Math Center functioning to help the students developing their math knowledge and skill.

Knowledge Skills and Abilities

Strong knowledge in math and computer science

Managerial skills

Teaching skill to communicate with the students

Knowledge and skill in using Word and Excel.

Writing skill to prepare reports

Ability to report to work on time and work efficiently during the scheduled work hours

Flexibility to rearrange working hours at request

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Essential Job Functions

Tutor students for mathematics, especially for entry level core math courses;
Recruit, train, and supervise student assistants, including scheduling and record keeping;
Promote usage of the math center
Communicate with the faculty to provide assistance in teaching
Collect and manage statistical data
Prepare report for the Math Center
Work with University CITS professionals and make computers and networks in the center work functionally

Qualifications

Candidates should have a strong back ground in mathematics. Applicants should hold a BS or MS degree in Math, Math Education, or a related field that has solid training in mathematics. Experience in college teaching and managerial work is preferred.

Contact Information

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

Contact