



SPECIAL ASSIGNMENT POSITION DESCRIPTION
Academic Excellence Workshop (AEW) Math Faculty Coordinator
for 2019-2020 Academic Year
(Two Positions)

DESCRIPTION OF PROJECT, WORK, AND/OR SERVICE REQUESTED:

Work with groups of students from either MAT 24 (Trigonometry) classes or MAT3A (Calculus 1) classes, and supplemental instruction (SIs) leads to implement the Academic Excellence Workshop model. The goal is to provide deep and timely student support in those key STEM pathway courses that have had low success numbers in recent years, and increase coordination between sections of those courses and the academic learning support services. Sessions will reinforce the topics covered that week, to spur discussion and to foster community of learners.

REPORTS TO: Dean of Academic Affairs (STEM)

SAMPLE DUTIES AND RESPONSIBILITIES:

- Coordinate workshops per week: MAT 24 → 2 one-hour sessions; MAT 3A → 2-one hour sessions.
- Prepare learning and support activities for each weekly session.
- Prepare SIs for material to cover.
- Coordinate with other faculty teaching relevant classes.
- Create a shareable repository for those materials (electronic format preferred).
- Assist in relevant data collection, analysis, and reporting.

DELIVERABLES EXPECTED:

- Monthly reports to dean, including time and effort reports.
- 2 sessions provided each week for each course.
- Feedback for future workshop planning.
- Provide evaluation, data, and summaries for HSI research study.

DESIRED QUALIFICATIONS AND KNOWLEDGE:

- Experience teaching MAT 24 or MAT 3A.
- Experience designing active learning and student support elements.
- Experience working with SI leads and/or Math Tutors.

TERMS OF APPOINTMENT:

- The term of the assignment will be Fall semester 2019.
- Time commitment is expected to be at least 20-25 hours per month.
- Compensation will be a stipend of \$1,462.50 per month (Sep/Oct/Nov/Dec).
- Monthly time and effort reports are required to be submitted to and discussed with supervisor and HSI Office.

APPLICATION PROCEDURES:

1. Submit brief letter of intent that specifies your interest in and qualifications for the assignment. (Max. 1 page).
2. Submit to HR in person (D-108) or by email to work@hartnell.edu.
3. Deadline for submission is Tuesday, May 21, 2019 at 3:00 pm.