



*ASSIGNMENT OPPORTUNITY ANNOUNCEMENT*

**Math Discovery Center Coordinator**

*50% Assignment*

**Closing Date: November 14, 2022**

**Objectives of Assignment:**

To provide on-site leadership for the Math Discovery Center by: (a) coordinating tutorial and math support activities, (b) integrating with other college resources, such as the Learning Center, the Student Success Center, the library, and Supplemental Instruction program, to effectively support students, (c) planning and developing outreach efforts to increase usage of the MDC.

**Description of Assignment:**

The Coordinator of the Math Discovery Center is responsible for the development of MDC functions, the supervision of activities, collaboration with Math faculty and classified staff to identify and implement programs in the MDC to support student success in Math classes, and planning and coordinating for future needs.

**Supervision Exercised and Received:**

The Coordinator reports to the Dean responsible for the Math Division.  
The Coordinator works in collaboration with the two full-time lab techs who supervise the student workers (tutors).

**Tasks and/or Activities Required:**

Chairs the MDC Steering Committee.

Provides leadership in the integration of MDC plans and activities into those of the College.

Works with the Math Division Chair and the two full-time lab techs to optimize the effectiveness of the MDC.

Collaborates with the Learning Center to wholistically support Math students.

Ensures that Math Discovery Center tutors complete the Learning Center tutoring training

Investigates sources for additional statistics tutors.

Works with Math instructors to recruit tutors for the MDC.

Works with Math instructors to build a pool of Math tutors for the embedded tutoring program.

Encourages and facilitates Math faculty participation in the embedded tutoring program.

Actively participates in the Academic Support Task Force to implement the Institutional Innovation and Effectiveness Plan (in cooperation with the CCC Partnership Resource Teams).

Facilitates within the Math Division the initiatives that are developed in the Academic Support Task Force.

Maintains contact with and provides information for faculty and academic personnel on the use of the Math Discovery Center.

Promotes the MDC to campus stakeholder groups (CalWorks, EOPS, etc.).

Provides leadership in developing promotional material for the MDC, such as short videos, webpages, flyers, etc.

Liaisons with the Supplemental Instruction program to facilitate and encourage Math faculty involvement.

Coordinates Math Workshops.

Provides leadership in the development of Non-Credit partnerships to support Math students.

Promotes Non-Credit Math support to faculty, staff, and students.

Liaisons with Guided Pathways in the development of Student Success Teams.

Coordinates with grants and other college resources to effectively support Math students.

Assumes leadership in curriculum and instructional development for the program.

Maintains current knowledge of trends, technologies and techniques in all relevant forms of ancillary instruction.

Participates in developing reports and planning documents for the unit.

Assesses the effectiveness of the MDC and the various programs offered therein.

**Preferred Qualifications:**

Served on the Math Discovery Center Steering Committee. Experience working in a lab environment. Experience working with underprepared Math students. Familiar with teaching/learning theory. Good organizational and communication skills are essential.

**Stipend and/or Released Time:**

50% Released Time. Winter and Summer stipend subject to review and approval by the Dean of Resources and Planning.

**Term of Assignment:**

3 year term to an annual review by the RT/EP Committee and the availability of funding.

**Application Procedure:**

1. Interested faculty members should submit a letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.
2. A selection committee will interview the candidates for the position and make a final recommendation to the Superintendent/President.

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.  
This position is subject to availability of continued funding.*

**Released Time/Extra Pay Assignment  
Application**



<p><i>APPLICATION FORM</i></p> <p><b>Math Discovery Center Coordinator</b></p> <p><i>50% Assignment</i></p> <p><b>Closing Date: November 14, 2022</b></p>
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Attach Additional Sheets, If Necessary

<b>Name:</b>	
<b>Current Position at GCC:</b>	<b>GCC Telephone Extension:</b>
<b>Relevant Experience and Education:</b>	
<b>Other:</b>	
<b>References:</b>	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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