UNIVERSITY OF WISCONSIN-SUPERIOR
POSITION DESCRIPTION
Mathematics Specialist

Working Title: Mathematics Specialist
Hayes Hill Title/Level: Lecturer, Non-Tenure Track
Appointment Type: 9-Month Renewable Appointment, 1.0 FTE
Reports to: Director, Student Support Services
Evaluation: Evaluation and retention occurs annually according to University and UW System Policies

Duties:
- **Mathematics Instructor**: teach six sections of Developmental Mathematics. Meet with students regularly who have math questions.
- **Teach MTHED 305 Tutor Practicum**.
- Each semester teach one section of Tutor certification.
- **Supervisor Tutor Lab**: hire, schedule and train math tutors and graders; supervise math lab. Work within math tutor budget. Help in lab as needed.
- **Academic Advisement**: provide academic advisement and support for undecided students.
- **Professional Mentor**: provide emotional support and advocate for students of diverse background.
- **Meetings and Conferences**: participate in SSS staff meetings and other campus meetings as appropriate.
- **Collaboration**: cooperate with SSS staff as well as campus faculty and staff in staffing SSS student needs.
- **Take part in University committees**: as pertains to your position and function. This will improve the understanding and acceptance of first generation, low income and students with disabilities.
- Perform other duties as requested.

Knowledge, Skill, and Abilities:
- Knowledge of math curriculum at a developmental level but also have a grasp of advanced math.
- Knowledge of skill to teach the tutor certification curriculum.
- Supervision skill: experience working with students of varied age and background.
- Posses the interpersonal skills that are necessary to engage students of diverse background.
- Ability to manage lab supervision, class instruction, academic advising, individual student needs and be involved in the Student Support Services operation.
- Ability to work with low income and first generation students as well as faculty and staff at a doctoral level.
- Ability to communicate effectively, both orally and in writing, to foster collaborative efforts and build partnerships.
- Ability to commit to serve the needs of non-traditional and disadvantaged students.
Qualifications:
- BA/BS in Mathematics
- Master’s Degree in Mathematics or Math Education in progress to be completed for reappointment for Spring Semester, 2014.