

## **WARTBURG COLLEGE POSITION DESCRIPTION**

### **Title of Position – Pathways Center Supplemental Instruction/Math Lab Supervisor and Career Advisor**

Preparation Date: 9/8/2014

#### Function of Position:

Nine-month, half-time position, responsible to the Director of Pathways for administering the Supplemental Instruction (SI) program and Math Lab services, in addition to other general Pathways duties as assigned.

(Mid-August – Mid May – 9 months)

#### Principal Duties and Responsibilities :

- 1) Partner with academic departments and manage all aspects of the SI program. Recruit, hire, and train students for new SI Leader positions each year; Supervise 40 SI Leaders and five returning SI leaders who serve as mentors throughout the academic year; Design and maintain current SI Leader training materials and SI forms; Coordinate SI training before the start of each term and provide ongoing training through meetings and observations (evening hours required); Provide feedback to SI leaders on performance; Evaluate the SI program regularly and oversee the data collection for the program; Complete reports at the end of each term; Collaborate with teaching faculty and administrative staff on SI Leader hiring and other matters related to SI; Communicate with faculty concerning the implementation and effectiveness of SI in their courses; Develop and update SI policies, goals and objectives as needed; Collaborate with staff and coaches across campus to promote services (30%)
- 2) Provide individualized career planning and vocational discernment to students and alumni, and assist in identifying educational and career goals. (13%)
- 3) Partner with academic departments and manage all aspects of the Math Lab. Recruit, hire, and train students for new Math Lab Assistant positions each year; supervise 8 to 9 Math Lab Assistants and one Math Lab Manager throughout the academic year; Coordinate Math Lab training before the start of each term and provide ongoing training through meetings; Evaluate the Math Lab regularly and oversee the data collection for the lab; Collaborate with teaching faculty and administrative staff on Math Lab Assistant hiring and other matters related to Math Lab; Collaborate with staff and coaches across campus to promote services (7%)

#### Supervision:

Employee is responsible for determining own work assignments referring to policies and general objectives for guidance. Employee independently devises new methods to meet conditions and confers with supervisor regarding unusual matters.

#### Minimum Qualifications:

Bachelor's degree in Education or related field, Master's degree preferred. Supervisory, teaching, and experience working with young adults a plus.

#### Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: [hr@wartburg.edu](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.

**WARTBURG COLLEGE** is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.