



**MATHEMATICS DEVELOPMENT PROGRAMS COORDINATOR
DEPARTMENT OF MATHEMATICS**

PERMANENT FULL-TIME

(Job Group L)

The Mathematics Development Programs Coordinator is responsible for the operation of the Mathematics Help Centre and, in collaboration with faculty and teaching staff, the design and delivery of non-credit programs aimed at assisting first-year students. Duties include: developing and implementing a program to assist students with the transition from high school to university mathematics; developing and administering online assessment tests; acting as a resource and providing professional guidance in the Help Centre as well as providing one-on-one general help and assistance during peak times; coordinating the Brock Outreach to Students program; representing the Department of Mathematics at open houses and other post-secondary education fairs; acting as a resource to the Math Club; developing material for an online remedial pre-calculus course; and maintaining the Help Centre and departmental web pages.

The successful candidate will possess either a Master's degree in Mathematics or an undergraduate degree in Mathematics with a Master of Education together with a minimum of three years experience tutoring or teaching mathematics students at both the secondary school and university level, or the equivalent combination of education and experience. Through this experience, you have gained a thorough understanding of the issues students face in making the transition from secondary school to university. Your background and experience position you to assume a leadership role in both the operations of the Help Centre and in the development and implementation of programs and online resources. Your instructional and organizational skills are complemented with strong interpersonal and oral communication skills necessary to interact effectively with department faculty and teaching staff as well as students with varying backgrounds and skills in mathematics. Demonstrated computer proficiency is required. Knowledge of and experience using Maple and Minitab would be an asset.

This position includes full comprehensive benefits coverage. Applicants are invited to submit a resumé and cover letter, including salary expectations, by **applying online** at www.brocku.ca/hr-ehs and choose **CAREER OPPORTUNITIES** then select the appropriate category (**Vacancy # AP 02/2012**) by March 12, 2012. (The preferred start date is May 1, 2012.)

Visit us at: www.brocku.ca/hr-ehs

It is Brock University's policy to give consideration to qualified internal applicants
We appreciate all applications received; however, we will contact only those candidates selected for an interview.

Brock University is an equal opportunity employer.