

Mathematics Coach Job Description

A mathematics coach assists Wayne State University students to develop proper study habits, to build a conceptual understanding of mathematical content, and to promote the services of the Academic Success Center.

Responsibilities

- Meet with students individually to discuss study skills and strategies needed for mathematics
- Monitor student progress throughout the semester
- Participate in mandatory training prior to the start of the position and continuous professional development meetings
- Hold a minimum of two mathematics study group sessions and one office hour each week
- Prepare material and activities for mathematics study group sessions
- Represent the Academic Success Center and Mathematics Literacy Services at various functions throughout campus
- Publicize, promote, and outreach to students regarding the Mathematics Literacy Services
- Communicate with staff about issues/schedules/outcomes
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of Mathematics Literacy Services and the Academic Success Center

Qualifications

- Minimum Cumulative GPA of 3.4
- Must have earned a minimum of B+ in any supported course
- 2 semesters of attendance in Wayne State University
- Deep knowledge and understanding of the development of mathematics concepts and skills
- Interpersonal skills (communication, problem-solving, collaboration, etc.) to provide advice, feedback, mentoring, and coaching
- Demonstrate effective learning and study habits
- Familiar with campus resources

Assignment/Pay

- The mathematics coach position is a part-time position for undergraduate students.
- Mathematics coaches are expected to work between 15-20 hours each week. Scheduling is flexible and may include nights and weekends.
- The pay for the mathematics coach position is \$10/hour.

Application and Hiring Process

- To apply for the mathematics coach position, please fill out an application at <https://forms.wayne.edu/58ef9e46e45ac/>
- Applications will be reviewed by a selection panel.
- Selected applicants will schedule an interview with the selection panel, which will include a brief tutoring lesson led by the applicant.

For more information or clarification, please contact Len Hernandez at 313-577-3246 or email at dp0963@wayne.edu.