

MATH SPECIALIST-JONES LEARNING CENTER

JOB SUMMARY/OBJECTIVE

The Math Specialist will provide small group labs for math courses, as well as individual support for students in math and other college courses as requested. This position will also assist students in using technology in order to compensate for their learning disabilities. This position is part-time, August 15 – May 15, academic calendar, 20 hours per week.

RESPONSIBILITIES

- Provide labs for the math courses offered at the university.
- Tutor students in other subjects as needed either individually or in small groups
- Show proficiency in computer skills in order to assist students with current assistive technology programs and other technology used in the classroom.
- Communicate with JLC staff about student concerns
- Maintain accurate daily records on each student that uses these services
- Administer classroom exams as requested

SKILLS AND ABILITIES

- Knowledge and understanding of individuals with learning disabilities
- Strong math and computer skills and ability to teach those skills to students
- Excellent organizational ability, high level of accuracy, attention to detail
- Strong written and oral communication skills
- Must have a strong desire to work with college students and a student-oriented team

QUALIFICATIONS

- Bachelor's degree in mathematics, education, or a related field
- Experience in higher education preferred
- Ability to tutor quantitative reasoning concepts in a manner that is easily understood by students with math disabilities
- Ability to work effectively with a wide range of constituencies in a diverse community
- Ability to function as a positive team member of a vital organization
- Willingness to learn new material when asked to assist students in subjects that are unfamiliar

University of the Ozarks reserves the right to consider an equivalent combination of education, training, and/or experience necessary to perform successfully the major duties and responsibilities of the position.

APPLICATION PROCEDURES

Send a letter of interest, résumé, and three to five professional references to:

- E-Mail, with MS-Word or pdf attachments (for applications): HumanResources@ozarks.edu
- Mail: Director of Human Resources, University of the Ozarks, 415 N. College Ave., Clarksville, AR 72830

Applications will be accepted until position filled.

ABOUT UNIVERSITY OF THE OZARKS

Ranked in the top ten of southern region comprehensive baccalaureate institutions by U. S. News & World Report, the University of the Ozarks is a Presbyterian-related institution that blends the liberal arts and professional preparation in a student-centered environment emphasizing quality teaching and student learning. The university serves a diverse group of approximately 870 students from the United States and abroad on a beautiful campus in Clarksville, Arkansas, located along I-40 approximately 90 miles northwest of Little Rock, nestled between the Arkansas River and the Ozark Mountains. Recent major gifts have enhanced the academic program and other campus initiatives. For more information about the University of the Ozarks, visit www.ozarks.edu.