



TVCC is a comprehensive community college dedicated to promoting student success.

RECRUITMENT ANNOUNCEMENT

Math Help Center Coordinator / Tutor

PAY - \$36,500 (11-months)

JOB TYPE - Full-time

DEADLINE - Open until filled

LOCATION - Ontario, Oregon

DEPARTMENT - Academics

REPORTS TO - Math Department Chair

Come work for us! Working for TVCC comes with many exciting benefits. With 11 annual paid holidays, Friday's off in the summer, Christmas break for all employees, generous vacation and sick leave along with a great selection of medical, dental and vision plans to choose from (for eligible employees and their dependents), retirement benefit (for eligible employees) and much more, choosing to work for TVCC will be a great step in your career. We invite you to apply and experience the benefits of a thriving community college that values each employees' contributions to its success!

A little about us... TVCC welcomes you to Ontario - where Oregon begins! TVCC was founded in 1962 and is located on a 90-acre campus near the center of Ontario, Oregon. TVCC currently employs around 150 full-time faculty and staff. TVCC's campuses and centers extend to several locations throughout Oregon and Idaho: Caldwell (Idaho), Burns (Oregon), Snake River Correctional Institution, Warner Creek Correctional Facility, Eastern Oregon Correctional Institute, Powder River Correctional Facility, and Two Rivers Correctional Institution. Ontario is an agriculturally based city of over 11,000 people, with a service area population of over 60,000. Ontario is situated in the Treasure Valley and located about 60 miles west of Boise, Idaho. The Treasure Valley offers many outdoor opportunities for the entire family, including fishing, boating, hunting, camping, skiing and sightseeing.

POSITION SUMMARY

This position will provide oversight, planning, organization, and supervision of the Math Help Centers throughout the campus.

QUALIFICATIONS

MANDATORY: Bachelor's degree in Math or similar degree, such as B.S. in Math Education. Experience teaching and/or tutoring in K-12 or community college setting. Willingness to become certified tutor/trainer. Able to communicate effectively verbally and in writing. Able to work independently to meet deadlines and fulfill requirements of the position.

PREFERRED: Master's degree in Math or similar. Bilingual in English-Spanish.

ESSENTIAL FUNCTIONS

Work and engage with Math Faculty to identify and actively reach out to math students who are struggling in their math courses and who are in need of services provided in the Math Help Center.

Be available to help students in the Math Help Center and provide tutoring services as needed.

Supervise personnel who are providing math lab services at the Ontario campus and work with the Director of the Caldwell Center to provide training and guidance in work responsibilities; plan, assign, and direct work; address minor complaints and resolve problems.

Coordinate and prepare lab schedule for tutoring at all levels of math. Coordinate labs throughout campus (Gym, CTE, etc.) and online ("virtual") as needed.

Create a study environment where students can work in groups or individually; maintain appropriate study atmosphere. Be professional if students criticize their instructors or their work assignments.

Collaborate with other instructional departments to assist in creating student-tutor opportunities, including Science students.

Work with the Director of Accessibility and Student Success to provide tutors as needed.

Using a computer, check students in and out of the help center and report on attendance and effectiveness on a quarterly basis.

Hire and train math center employees. Work with support staff to prepare payroll authorizations. Retrieve, track, and approve timesheets for employees under direct supervision.

Attend math department meetings as requested by department chair.

Support instruction for development of math courses.

The above description covers the most significant duties performed but does not include other related occasional work.

TERMS OF EMPLOYMENT

This is a full-time (11-month, no work in August), Professional, exempt position.

VETERANS PREFERENCE

Applicants are eligible for a Veteran's Preference in accordance with Oregon law. Preference will be given only if the applicant meets the minimum qualifications of the position and submits the required documentation at the time of application. You can request copies of your military service records through the National Archives website at <http://www.archives.gov/veterans/military-service-records/>.

The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

TREASURE VALLEY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the basis of race, color, sex, marital status, sexual orientation, gender identity, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and non-discrimination should contact the Human Resources Director located in the Performing Arts Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-2723.

Es la póliza de la Junta de Educación de "Treasure Valley Community College" que no habrá tolerancia a la discriminación ni acoso por motivos de raza, color de piel, género, estado civil, orientación sexual, identidad de género, religión, nacionalidad, edad o discapacidad en cualquier actividad relacionada al estudio, o empleo. La falta de habilidades en el idioma inglés no será barrera para la admisión y ser participe en programas de carreras técnicas y profesional. Individuos que tengan preguntas sobre oportunidades y no discriminación deben ponerse en contacto con el Director de Recursos Humanos ubicados en el "Performing Arts Center" en el lado sur del edificio "Four Rivers Cultural Center". Teléfono (541) 881-5838 o TDD (541) 881-2723.