



Position Title: Part-Time Math Intervention Coordinator/Advisor (MIC) – PASS Math Project
Job Code: 8311 **Grade:** CT
Reports To: Director of Advisement and Career Services **FLSA:** Exempt

Job Description:

The Part-Time Math Intervention Coordinator/Advisor works with both new and continuing students by helping them define and clarify their educational goals and complete their mathematics requirements following the goals and objectives of the PASS Math grant project.

Duties & Responsibilities:

- Coordinates project activities including all scheduling and communications with students
- Tracks student activities required within the project to monitor student success
- Collaborates with campus personnel to implement the project activities, especially with Advisement & Career Services and the Mathematics Department
- Supervises the project tutoring activities
- Assists with the preparation of reports and evaluations
- Conducts workshops and administers the assessment tests in conjunction with the classroom instructor
- Recommends courses and programs of study for new, continuing and transferring students
- Provides information about the College, including admission, registration, math sequencing, and special programs of study
- Provides information about graduation and transfer requirements
- Advises students who are under the Standards of Academic Progress
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree in an appropriate field from a regionally accredited institution and three (3) years of related experience
- Knowledge and understanding of College organization, goals and objectives, policies and procedures is desired
- Ability to work and communicate effectively, orally and in writing
- Promotes and maintains effective employee and public relations

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name