

## **MATH LEARNING COACH – NEW PALESTINE EARLY COLLEGE**

### **(Tutoring and Academic Support)**

Vincennes University invites applications for the position of Math Learning Coach at New Palestine Early College in Indianapolis, IN. This is a part-time support staff position without benefits. The Math Learning Coach reports to the Assistant Dean of Instruction for Vincennes University.

#### **Description**

The Math Learning Coach must have experience in tutoring students in college algebra. He/she will support a stimulating learning environment to enrich the lives of students who are struggling in their academic classes. The Math Learning Coach engages in personalized interaction with students, uses effective communication and feedback tools, works to create a sense of community, and provides support and encouragement to the students. The successful candidate must possess the ability to work in a “team” supported environment. The Vincennes University team at New Palestine Early College is there to support each other whenever a need occurs.

#### **Primary Responsibilities/Duties**

- 1) Tutor students in areas such as:
  - A. College algebra in a classroom setting and by appointment
  - B. Accuplacer math preparation for successful placement into college courses
- 2) Work one-on-one with students on things such as:
  - A. Study skills
  - B. Test taking strategies
  - C. Motivation
  - D. Time management
  - E. Prioritizing
  - F. Organization
  - G. Setting goals
- 3) Work with Vincennes University’s Assistant Dean and English Learning College with things such as:
  - A. Registration of new students
  - B. Accuplacer testing
  - C. MyFoundationsLab
  - D. Helping with after school events sponsored by Vincennes University
  - E. Adjunct course coverage in the event of an emergency
  - F. Other duties as assigned by Vincennes University’s administration team
- 4) Work closely with the High School Counselors, Faculty and Administration with things such as:
  - A. Identifying high risk students through the school’s Learning Management Systems
  - B. Implementing plans for academic success for “high risk” students
  - C. Helping with after-school events such as Parent nights
  - D. Keep open communication on students of concern
- 5) Provide ongoing communication with teachers, parents, students, and counselors regarding the academic progress of individual students who are referred to them by counselors/teachers to receive assistance and academic support.
- 6) Foster meaningful relationships with students and faculty.
- 7) Maintain records of students’ academic progress in order to document and report improvements or identify additional needs.

Interested applicants should submit a cover letter, resume, three professional references, and unofficial college transcripts to Human Resources, 1002 North First Street, Vincennes, IN 47591 or email to [jobs@vinu.edu](mailto:jobs@vinu.edu). Applications will be accepted and reviewed until the position is filled. Interviews may be held concurrently with the advertising period.