

JOB DESCRIPTION

Position:	Math & Science Advisor	Hours:	Averaging 35 hrs/week
Dept:	Student Affairs	Date:	June 2019
Reporting To:	Director, Student Affairs	Group:	CBUFA

SUMMARY:

As part of CBU's commitment to comprehensive student services, the Math & Science Centre is committed to helping students achieve success in various math, science, engineering and business courses. Support in the centre is delivered through one-on-one or small group tutoring.

The Math & Science Advisor will hire, train, and schedule student tutors to staff the centre. The Advisor will support the on-going development of the student tutors and help ensure a positive working environment is established and maintained. In addition to this support role, the Advisor will provide direct tutoring to students, connect with Unama'ki College for direct supports needed for Indigenous students, coordinate for material coverage and understanding with faculty in the areas of math, science, engineering and business teaching first year classes, and look for opportunities to collaborate and promote the services available outside the university.

SPECIFIC RESPONSIBILITIES:

- Assist students one-on-one and in small groups to learn specific course material
- Provide online assistance to students.
- Coordinate the intake of students to the program and assign students to appropriate tutors.
- Schedule tutor appointments and oversee hours of operation.
- Recruit, select, train all manage performance of tutors.
- Maintain records of hours to ensure proper compensation for tutors.
- Lead larger group tutorial sessions and/or workshops, as needed.
- Provide support to students on general learning/study skills.
- Provide on-site coaching to tutors to ensure best practices are being utilized.
- Ensure tutor coverage if shifts are altered.
- Research and develop resources for tutors and tutees, including alternative review materials and learning activities.
- Develop training resources and tutor training.
- Work with the Jennifer Keeping Centre to provide instruction with consideration for student with disabilities.
- Work with Unama'ki College to provide direct support for Indigenous students.
- Record keeping and collection of usage statistics for continuous improvement.

- Be aware of other supports and services available to students and make referrals, when appropriate.
- Look for innovative ways to work with local partners (i.e. high schools, community groups) to ensure supports in subject areas are provided, if possible.
- Liaise with Deans, Directors, Chairs, CBU Students' Union, and other University faculty and staff to provide information on programs, adapt to student and program needs, and to maintain effective working relationships.
- Promote services to CBU students and faculty.
- Respond to requests for information from schools, agencies, parents and other universities.
- Other duties, as required.

QUALIFICATIONS:

- Bachelor's degree in related field (Science, Engineering or Business).
- Bachelor's degree in Education with a minimum of 5 years' experience; a combination of a relevant degree and significant experience in student development may be also be considered.
- Excellent communication, analytical and organizational skills.
- Proficiency in the use of computerized systems, research tools and databases.
- Excellent time-management skills and attention to detail.
- The ability to work well with others, both internally and externally, from a wide variety of backgrounds.

Math & Science Advisor

Date

Human Resources Department

Date

Established:	June 2019
Reviewed:	
Revised:	