

LABORATORY, TECHNICIAN, MATH ACTIVITIES RESOURCE CENTER

Natural Science Division

OVERVIEW: Under the general supervision of the Mathematics Department, provides instructional support services for faculty and students in the proper use and operation of equipment, materials, and computer programs in the Math Activities Resource Center; tutors students and/or assists in directing their assignments and projects; assists in the preparation of instructional materials for developmental mathematics courses.

EXAMPLES OF DUTIES:

- Assists students and faculty in scheduling; assists in the use/operation of equipment and materials in the Math Activities Resource Center; provides tutorial assistance in developmental mathematics courses;
- Assists in troubleshooting instructional technology;
- Prepares and revises instructional handouts for usage of developmental mathematics software and related activities;
- Maintains inventory/check-out of math manipulatives, books, CD-ROMS, audio-visual materials, calculators, and other instructional materials housed in the Math Activities Resource Center;
- Maintains computer-generated student facility use records, and routinely distributes them to faculty;
- Provides work direction and training to student assistants in cooperation with Tutorial Services; acts as a liaison between faculty and student assistants to ensure that developmental mathematics students receive consistent and appropriate instructional aid;
- Assures proper use of laboratory by monitoring activities according to established policies and procedures;
- Prepares requisitions to purchase items as needed; maintains inventory of equipment, materials and supplies; assures budget is in accordance with department and grant restrictions;
- Attends regularly scheduled department meetings;
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Subject matter of all developmental mathematics courses;
- Equipment, materials, supplies and related items used in developmental mathematics courses;
- Budgets and revenue control;
- Computer software, including developmental mathematics instructional applications.

Ability to:

- Work independently at a variety of assignments and meet schedules and deadlines;
- Prepare or assist in preparing instructional materials used in developmental mathematics courses;
- Demonstrate or indicate the proper use of all equipment, materials, supplies and related items used in the Math Activities Resource Center;
- Provide substantive assistance to students on text and/or lab manual problems and questions in developmental mathematics;
- Install and utilize computer software; troubleshoot software problems and keep detailed records;
- Assure the care and security of laboratory equipment and supplies;
- Use problem-solving techniques, analytical reasoning, and mathematics (as appropriate) to solve work and instructional related questions;
- Communicate clearly, both orally and in writing;
- Establish and maintain effective relationships with students, faculty, and others contacted in the course of work.

Education and Experience:

Bachelor's degree in Mathematics or a related discipline **AND** Two years of directly related experience.