Interim Head of the Math Study Center

Franklin College invites applications for an Interim Head of the Math Study Center. This is a part-time, 9-month, exempt level position, starting in the fall of 2023. Serving in a non-tenure-track faculty role, the ideal candidate will focus on building relationships and providing instructional assistance for a variety of math courses at the college. The successful candidate will oversee the Math Study Center’s afternoon operations, assisting students who come to the Center seeking assistance, and ensuring that student visits are both productive and documented.

Primary Responsibilities

- Manage the Math Study Center Mondays through Thursdays, 2-4 pm;
- Tutor students seeking assistance on questions related to mathematics;
- Manage and supervise afternoon student workers;
- Maintain a log of student visits;
- Other duties as assigned.

Supervisory Responsibilities

The Interim Head of the Math Study Center will be responsible for overseeing student workers in the Study Center during assigned times to ensure that they are actively helping MSC attendees as needed. Confirmation of student hours worked may be required.

Qualifications

This position requires a Bachelor’s Degree in Mathematics or higher from an accredited college or university. This position will also be required to tutor students in a variety of courses, including but not limited to Quantitative Reasoning, Quantitative Analysis, Calculus I, Calculus 3, Discrete I, and Basic Applied Statistics. Effective communication will be essential to ensure student understanding of the material. A familiarity with LaTeX, Minitab, R, Macmillan Achieve, and Webwork software programs is preferred.

Application Process

Franklin College provides a strong, active, and tailored liberal arts education through small class sizes and intentional relationships between students and their faculty mentors. Located about 20 miles from downtown Indianapolis, Franklin College supports purposeful and practical academic experiences in and out of the classroom that leverage this location as students pursue personal, intellectual and professional growth.

Evaluation of applications will begin immediately and continue until the position has been filled. Applicants should submit a complete application including a cover letter,
Curriculum Vita, transcripts, and contact information of three references via the application link: https://franklincollege-ubsru.formstack.com/forms/faculty_application or at https://franklincollege.edu/about-fc/human-resources/employment-opportunities/

Contact human resources for additional information:

Franklin College
Office of Human Resources
101 Branigin Blvd
Franklin, IN 46131

Franklin College is committed to providing an inclusive and welcoming environment and ensuring that educational and employment decisions are based on individuals’ abilities and qualifications. Consistent with these principles and applicable laws, it is, therefore, the College’s policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.