



VACANCY NOTIFICATION

Posting Date: April 12, 2018

EOF Summer Program Mathematics Instructor

Hudson County Community College is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. Fully accredited by Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists in the U.S. for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the Library Building.

The College is currently searching for an EOF Summer Program Mathematics Instructor. Reporting to the Assistant Director of the Educational Opportunity Fund (EOF) Program, the EOF Mathematics Instructor is responsible for teaching a Math Development course and providing additional mathematical support to first-time incoming freshmen and non-traditional students at Hudson County Community College, as they engage in the math session of the EOF Pre-College Summer Program. The math instructor will play a critical role by helping students build *confidence* in their math abilities, *connect* with other students, and *succeed* in mathematics. The math instructor will also provide broader academic support and guidance to students, ensuring their questions about transitioning to Hudson County Community College are answered and directing them to the appropriate resources on campus.

The EOF summer program offers a 5-week intensive math session that aims to help students gain the mathematical skills needed to successfully place, for the fall 2018 semester, into at least one higher-level math course than indicated in their initial CPT scores. The math instructor must participate in a mandatory training session and a student orientation/opening ceremony in the week prior to the start of the summer program. The EOF summer program will run on Monday – Thursday, from July 9, 2018 – August 9, 2018.

Qualifications:

- Bachelor's degree in math or a related area of study; Master's degree in math preferred. Current certification to teach math at the secondary level is preferred.
- Experience successfully teaching math at the high school or college level, preferably math developmental courses.
- Enthusiasm, patience, positive attitude.
- Excellent organizational skills, social skills, and strong leadership skills.
- Experience guiding students in engaging in mathematical group work is preferred.
- Experience with an understanding of the educational, mathematical, economic and cultural needs of underrepresented first-generation students transitioning to college.
- Experience working with high school and non-traditional students.
- Exemplary written and verbal communication skills.

Responsibilities:

- Prepare and submit subject syllabi, weekly lesson plans, and weekly participant evaluation reports.

- Interpret Accuplacer test results.
- Work collaboratively with the EOF Staff including the EOF Director, Assistant Director, and Peer Tutors to assist with creating personalized math action plans for each student, by drawing on the Accuplacer test results.
- Strengthen each student's math skills by utilizing the personalized math action plans during each day of the math session to address any concerns/issues that arise.
- Build connections with students and support them in building connections with other students throughout the program.
- Assist students in effectively transitioning into college, socially and academically.
- Provide an assessment of participants' academic strengths, progress and recommendations for further improvement.
- Submit written evaluation of participants' academic strengths and weaknesses.
- Assist students in achieving a better understanding of a mathematics and improvement in academic capabilities in designated areas.
- Maintain up-to-date, accurate, and complete records of student progress and attendance.
- Meet with the EOF Director, Assistant Director, and Counselor to ascertain participants' progress as it relates to comprehension of course materials and address any concerns.
- Maintain confidentiality and adhere to FERPA policy.
- Meet daily with in-class tutor assigned to the course.

Instructional Duties (Math):

- Create an engaging, grade-level appropriate math course curriculum and syllabus.
- Effectively implement curriculum developed for the math course, utilizing a variety of teaching techniques, including cooperative learning approaches, and computer interactive technologies.
- Help students develop knowledge of themselves as learners.
- Instruct students in specific study and logic strategies for math.
- Familiarize students with college expectations unique to the study of math.
- Deliver course-specific data to the EOF Director and Assistant Director upon completion of the course.
- Develop and implement math-themed field trip to complement course material.
- Facilitate structured study time during the required tutoring session of the day.
- Alert the EOF Director and Assistant Director to student issues as they arise.
- Attend EOF staff orientation, student orientation, and weekly EOF summer staff meetings.

Experience working with a culturally diverse college population, preferably in an opportunity program, is highly desirable.

To Apply: Send letter of application, resume, salary requirements and names/contact information of three professional references.

Educational Opportunity Fund Program
 Hudson County Community College
 2 Enos Place, Lower Level
 Jersey City, NJ 07306
 E-mail: rperez@hccc.edu

For additional information and employment opportunities at HCCC, please visit:
www.njherc.org, www.higheredjobs.com and www.latinosinhighered.com

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

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