The Math Success Specialist, a grant funded position, at Mesalands Community College works under the general direction of, and reports directly to, the Project Director. The Math Success Specialist is responsible for commitment to improving STEM opportunities for Hispanic and low-income students. The Math Success Specialist is responsible for developing resources and services of the Math-Science Learning Center.

[Continuation of this position is contingent upon available grant funds]

**Essential Functions** The employee is responsible for the following:

- In collaboration with MCC STEM faculty, develop resources and services for the Math-Science Learning Center
- Pilot delivery of Math-Science Learning Center, assisting students to be successful in STEM courses and preparation for transfer
- Appoint, train, and supervise tutors assigned to the Math-Science Learning Center
- Collect data on student use of Math-Science Learning Center services for evaluation
- Produces as needed reports to evaluate the Math-Science Learning Center
- Obtains feedback on needed revisions, concerns, and recommendations for service improvements
- Performs other duties as assigned

**Qualifications**

Bachelor’s degree with at least 18 credit hours in mathematics required. Master’s degree preferred. Minimum three years teaching or training experience with disadvantaged populations preferred. Commitment to the community college mission, including respect for diversity and response to needs of underprepared students. Demonstrated planning, organizational, verbal and written communication skills. Bilingual fluency preferred.
**Language skills:**

Ability to communicate effectively both orally and in writing. Ability to effectively present information to individuals and groups from within Mesalands Community College and out in the community.

**Mathematical skills:**

Ability to perform mathematical functions related to budgets and expenditures.

**Reasoning ability:**

Ability to solve practical problems and deal with a variety of situations.

**Technical skills:**

Ability to utilize computers proficiently.

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is required to walk, stand, sit; use hands to handle or feel objects, tools, and controls; reach with hands and arms; stoop, kneel, and lift; and talk and hear.

The employee must regularly lift and/or move up to 20 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually low. Job performance indoors. Travel required.

**HOW TO APPLY**

Applicants must submit: a cover letter; a resume; a completed, signed, and dated Mesalands Community College employment application available on-line at [www.mesalands.edu](http://www.mesalands.edu); copies of transcripts for college courses completed; must provide a copy of a valid driver’s license, and list of three references, including name, address, and phone numbers. All required application materials must be received by:

Director of Human Resources
Mesalands Community College
911 S. Tenth Street
Tucumcari, NM 88401
(575) 461-4413, ext. 112

Employment preference will be given to qualified veterans.