



Activity Coordinator/Curriculum Specialist

Title III Grant: Mathematics Foundations and STEM Success

Position:

Fort Lewis College is seeking to fill a full-time position, 12-month renewable up to September 2013, of **Activity Coordinator/Curriculum Specialist (AC/CS)** to support the implementation of a federal Title III grant which seeks to improve mathematics instruction and articulation of courses across Science, Technology, Engineering and Mathematics (STEM) disciplines. The position will start no later than August 15th, 2010 but an earlier start date is welcomed.

This position reports to the Title III Project Director.

Primary Duties:

1. Oversee all activities of the project and ensure that objectives are met. These include:
 - a. Coordinate and supervise the re-design and piloting of math courses. The AC/CS will provide support for mathematics faculty in the process of reforming curricula and improving teaching practices. This will include researching best practices, providing or arranging for appropriate professional development, and providing instructional leadership. The AC/CS will also facilitate collaboration between faculty and the Title III Learning Support Specialist to implement or improve learning support for courses. Once courses are established, the AC/CS will work with faculty and academic advisors to develop appropriate placement guidelines and will lead training for academic advisors on those guidelines.
 - b. Collaborate with STEM faculty to improve the articulation of mathematics with science and technology courses.
 - c. Develop and implement effective placement strategies.
2. Supervise project staff.
3. Work with Project Director to document activities, prepare reports, and ensure the project complies with Title III requirements.

Required Qualifications:

- Master's degree in math, math education, education or STEM related field minimum; Ph.D. preferred.
- 3 years' postsecondary experience in curriculum development for STEM disciplines
- 5 years' postsecondary teaching in STEM disciplines
- Experience with planning and facilitating professional development; preferably with tenure-track faculty
- Effective oral, written, collaborative skills
- Knowledge of best practices in mathematics education based on national standards such as CRAFTY and AMATYC Beyond Crossroads
- Experience in organization/supervision of large projects and staff

Preferred Qualifications:

- Demonstrated success working with diverse populations, using culturally appropriate teaching/learning strategies
- Experience in learning assessment
- Experience with science or technology education
- Experience working with college freshmen
- Experience with developing placement strategies

Responsibilities:

Manage all aspects of project: ensure accomplishment of implementation strategies, approved objectives, maintain records, and assist with evaluation:

- Work with Title III Director and appropriate personnel to ensure institutionalization of project initiatives
- Support design/piloting of math courses
- Lead development of placement strategies
- Lead training for advising staff on placement strategies
- Assist in hiring, supervision, evaluation of project staff
- Work with Title III Director and Learning Support Specialist on design and development of Math Commons (renovation/construction of a site for math tutoring centers, faculty offices, etc.)
- Plan, organize and potentially lead annual faculty development on redesigned courses, culturally-appropriate instructional strategies, instructional technology
- Lead development, implementation of Summer math/STEM faculty workshops
- Provide outreach to STEM faculty to facilitate all project activities
- Serve on appropriate college committees

SALARY

Salary will be based upon experience and includes full benefits. Fort Lewis College offers domestic partner benefits.

Application Deadline: Full consideration will be given to completed applications received by December 1, 2009. Applications will be accepted until the position is filled.

Required Documentation:

1. Letter of application *addressing the specifics of this position*. **APPLICATIONS THAT DO NOT MEET THIS REQUIREMENT WILL NOT BE REVIEWED BY THE COMMITTEE.**
2. Description of how you would approach working with faculty to improve courses and teaching.
3. Curriculum vitae
4. Three current reference letters, at least one of which addresses job qualifications and responsibilities

Preliminary interviews will be conducted at the Joint Mathematics Meetings, Jan. 13-16. Please indicate in your letter of application if you will be attending.

Official transcripts of all college coursework will be required of semi-finalists.

Applications may be submitted electronically or in hard copy to:

Cheryl Lillard
Project Assistant
(Activity Coordinator/Curriculum Specialist)
Title III Grant: Mathematics Foundations and STEM Success
145 Jones Hall
Fort Lewis College
1000 Rim Drive
Durango, CO 81301-3999
Fax: (970) 247-7190
Email: lillard_c@fortlewis.edu

For more information about the position, contact Amy Getz, getz_a@fortlewis.edu

Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, political beliefs, or veteran status. Accordingly, equal opportunity for employment, admission, and education shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff. People from under-represented groups are encouraged to apply.

Background Information:

Visit the Title III Mathematics Foundation and STEM Success website at:
www.fortlewis.edu/titleIII/

About the College

Fort Lewis College is a state-supported liberal arts college with its own governing board and is a member of the [Council of Public Liberal Arts Colleges](#) (COPLAC). Total enrollment at the College is about 4,000 students (27% are ethnic minorities of which 19% are Native Americans and 5% Hispanic).

About the Area

Durango, a multicultural community, is the hub of Southwestern Colorado, located in a beautiful mountain valley with nearby peaks reaching 14,000+ feet. A mild four-season climate allows numerous opportunities for skiing, fishing, biking, golfing, etc. With an area population of 45,000, Durango is cosmopolitan for its size and is served by major airlines with direct connections to Denver and Phoenix.

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