MATH PEER LEADER POSITION

EMPLOYMENT DATES:
- Mandatory Training: August 28, 2015
- Lead Math Workshops, Attend Training, and Participate in Other Activities: 5 hours each week during Fall 2015 semester

General Description:

Each Mathematics Enrichment Workshop Program (MEWP) Math Peer Leader is responsible for providing mathematical support and guidance to students by leading a workshop and/or assisting in a required math class for one of the following mathematics classes: Math Development Classes (Math 090, 091, and 092), College Algebra (Math 173), Trigonometry (Math 175), Precalculus (Math 185), Calculus I (Math 187), Calculus II (Math 202), Calculus III (Math 203), or Introduction to Advanced Mathematics (Math 251). Each Math Development Peer Leader will assist an instructor in a math development class for two to three hours each week throughout the Fall 2015 semester. Each Math Peer Leader for all other math classes listed above will lead a workshop for two to three hours each week throughout the Fall 2015 semester.

Each Math Peer Leader will play a critical role in the Program by aiming to help students build confidence in their math abilities, connect with other students, and succeed in mathematics. The mathematical support that Math Peer Leaders will provide will be grounded in the Peer Led Team Learning (PLTL) and Emerging Scholars Program (ESP) philosophies. Drawing on these philosophies, Math Peer Leaders will guide students in engaging in mathematical group work. Math Peer Leaders will also provide broader academic support and guidance to students by functioning as academic mentors and role models.

Math Peer Leaders are required to complete the following: (1) attend a mandatory 1-day training session held on August 28, 2015, (2) lead their workshop and/or assist in a required math class for 2-3 hours each week during the Fall 2015 semester (beginning the second/third week of the semester), (3) attend a 1-hour Peer Leader meeting every three or four weeks during the Fall 2015 semester, (4) communicate with their assigned instructor and the MEWP coordinator on a consistent basis during the Fall 2015 semester, and (5) occasionally assist with recruiting workshop students by visiting math classes. The math workshop schedule and Peer Leader meeting schedule will be determined towards the end of Spring 2015 semester and will be posted on the MEWP website.

The Math Peer Leaders will report to their workshop instructor and the MEWP Coordinator: Dr. Sarah Cordell.

Visit the MEWP website for additional information: http://homepages.neiu.edu/~mewp
Primary Duties and Responsibilities:

1. Participate in a mandatory 1-day training session in August 2015, lead a workshop and/or assist in a required math class for 2-3 hours each week during the Fall 2015 semester (beginning the second/third week of the semester), attend a mandatory Peer Leader meeting 1-hour every three or four weeks during the Fall 2015 semester, communicate with your assigned instructor and the MEWP coordinator on a consistent basis during the Fall 2015 semester, and assist with recruiting workshop students by visiting math classes.

2. Provide mathematical support and guidance to your students during each workshop session and/or during required math classes, including by creating worksheets or revising existing worksheets, reviewing worksheet material before each session, and preparing yourself to guide students in engaging in mathematical group work.

3. Participate in Peer Leader meetings 1-hour every three or four weeks during the Fall 2015 semester to discuss your students’ mathematical progress, how to strengthen your workshop meetings, and to discuss any concerns/issues that arise.

4. Build connections with your students and support them in building connections with other students throughout the program.

5. Provide broader academic support and guidance to students by functioning as an academic mentor and role model.

6. Participate in assessment activities.

7. Monitor your students’ attendance and participation during each math workshop session and immediately report to the MEWP Coordinator any issues that arise.

8. Perform other duties as assigned by the MEWP Coordinator.

Minimum Qualifications:

1. Currently enrolled at Northeastern Illinois University, in good academic standing, has at least a 3.0 GPA, and is an undergraduate or graduate student majoring in a STEM discipline (e.g., science, mathematics)

2. Completed the math course you would like to lead (see above courses) AND at least one higher level math course with an A or B

3. Have 5 hours per week to devote to this position during the Fall 2015 semester

4. Possesses a passion for both mathematics and teaching mathematics

5. Possesses enthusiasm, patience, and a positive attitude

6. Possesses excellent organizational skills, social skills, and strong leadership skills

7. Possesses a willingness to learn and apply the Peer Led Team Learning (PLTL) and Emerging Scholar Program (ESP) philosophies and structures to the workshop environments

8. Experience guiding students in engaging in mathematical group work, functioning as a math peer leader, and/or tutoring students in math is preferred

9. Experience with and an understanding of the educational, mathematical, economic and cultural needs of underrepresented first-generation students

Application Procedures:

To apply for this position, please submit your current resume and cover letter to s-cordell@neiu.edu by midnight on Monday, May 4, 2015.