General Description:

The Math Peer Leader is responsible for providing mathematical support to first-time incoming freshmen as they engage in the math session of the English & Math Enrichment, Readiness, and Growth Experience (EMERGE) Summer Program at Northeastern Illinois University. Each Math Peer Leader will be responsible for providing mathematical support to approximately 10 students as they participate in Mathematics Development coursework (Math 090, 091 or 092). Each Math Peer Leader will work closely with their assigned students throughout each component of the 3-week math session. 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. This position will also involve providing broader academic support and guidance to students by ensuring their questions about transitioning to NEIU are answered, including by directing them to the appropriate resources on campus.

The EMERGE Program offers a three-week math session that aims to help students gain the mathematical skills they need to successfully place into at least one higher level math course for the Fall 2015 semester. Each Math Peer Leader must participate in the following: (1) a mandatory training session held in May (dates & times TBA), (2) an opening ceremony held on Friday, July 17, 2015, (c) a three-week math session held from Monday, July 20, 2015 to Thursday, August 6, 2015, and (d) a closing ceremony held on Thursday, August 6, 2015. The three-week math session will run from 8am to 4pm on Mondays through Thursdays only.

The Math Peer Leaders will report to one or more of the following EMERGE Math Session Coordinators: Dr. Joseph Hibdon, Dr. Katherine Bird, and Dr. Sarah Cordell.

Visit the EMERGE Summer Program website for additional information:
Primary Duties and Responsibilities:

1. Participate in a three-day training session in May 2015, the beginning ceremony in July 2015, the 3-week math session in July and August 2015, and the closing ceremony in August 2015.
2. Provide mathematical support to your students during all components of the math session including during mini-lectures, collaborative workshop meetings, and MyMathLab computer sessions.
3. Lead a math workshop during each day of the 3-week math session with your assigned students.
4. Learn how to interpret Accuplacer test results and the corresponding diagnostic test results.
5. Work collaboratively with coordinators and instructors to assist with creating personalized math action plans for each of your assigned students, including by drawing on the Accuplacer test results and the corresponding diagnostic test results.
6. Draw closely on the personalized math action plans during each day of the math session to try to strengthen each of your assigned student’s math skills.
7. Participate and engage in professional development meetings 8-9am and 3-4pm during each day of the math session to review your students’ personalized math action plans and their progress, to discuss how to strengthen your workshop meetings, and to discuss any concerns/issues that arise.
8. Build connections with your students and support them in building connections with other students throughout the program, including during morning and afternoon social events.
9. Provide broader academic support to students by ensuring their questions about transitioning to NEIU are answered, including by directing them to the appropriate resources on campus.
10. Participate in assessment activities.
11. Monitor your students’ attendance and participation throughout all components of the math session, and immediately report to the Math Session Coordinators any issues that arise.
12. Perform other duties as assigned by the Math Session Coordinators.

Minimum Qualifications:

1. Currently enrolled at Northeastern, in good academic standing, has at least a 3.0 GPA, and majoring in a STEM discipline (e.g., science, mathematics) OR possess a Bachelor’s degree in Mathematics Education, Mathematics, or a related field from an accredited college or university
2. Possesses a passion for both mathematics and teaching mathematics
3. Possesses enthusiasm, patience, and a positive attitude
4. Possesses excellent organizational skills, social skills, and strong leadership skills
5. Experience using MyMathLab is preferred
6. Experience guiding students in engaging in mathematical group work, functioning as a math peer leader, and/or tutoring students in math is preferred
7. Experience teaching or tutoring Math Development students is preferred
8. Experience with and an understanding of the educational, mathematical, economic and cultural needs of underrepresented first-generation students transitioning to college

Application Procedures:

To apply for this position, please submit your current resume and cover letter to s-cordell@neiu.edu by midnight on Sunday, March 1, 2015.