



POSITION ANNOUNCEMENT

Position: Lead Math Facilitator

Job Description: Southwest Mississippi Community College is seeking a Lead Math Facilitator for the Title III SIP Grant. The position will focus on retention, outreach, and intervention in mathematics. The Lead Math Facilitator will manage and oversee daily operations of the Math Center. The position is under the supervision of the Title III SIP Grant Student Learning and Advising Specialist.

Major Duties and Responsibilities: Included but are not limited to the following:

- Selecting, training, and supervising math tutors and workshop facilitators.
- Organizing and facilitating SLA workshops.
- Providing tutoring services as needed.
- Attending lectures related to SLA workshop content.
- Working closely with SMCC math instructors to ensure fluidity across strategies and content areas.
- Maintaining workshop and tutoring records.
- Maintaining appropriate contact and correspondence with Math Center staff and students.
- This job description is not intended to be all-inclusive and the employee will also perform other reasonably related duties as assigned.

Salary: Based on education and experience.

Qualifications:

The Preferred qualifications for this position are:

- A Master's Degree in Education or related field

The Required qualifications for this position are:

- A Bachelor's Degree in Education or related field.
- In-depth knowledge of Pre-College and College Algebra content.
- At least two years' experience in math tutoring services.
- At least two years' experience in management/supervisory experience.

Contact: Send cover letter, resume, and application to Jennifer Knight, Human Resources Administrator, 1156 College Drive, Summit, MS 39666-9029 Phone: 601-276-3850, Email: hr@smcc.edu

Application Deadline: April 10, 2025 by 3:30 PM Failure to include requested application information (cover letter, resume, application) will preclude applicant from consideration of position. <https://www.smcc.edu/wp-content/uploads/Staff-Application.pdf>

Non-Discrimination Statement: Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Mr. Blake Brewer, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717, 1156 College Dr., Summit, MS 39666