Job Title: Director, Quantitative Literacy Center

Agency: Texas A&M University - San Antonio
Department: Office of the Provost
Proposed Minimum Salary: $6,000 monthly
Job Location: San Antonio, Texas
Job Type: Staff

Job Description
Summary:

As part of its Quality Enhancement Plan (QEP), Texas A&M University-San Antonio seeks a Director for the new Quantitative Literacy Center.  The Director, who will report to the Provost, will provide leadership in the creation of the Quantitative Literacy Center.  This position provides leadership and direction to faculty, staff, and students to develop programs that establish Quantitative Literacy as an essential component of the student experience at Texas A&M University-San Antonio.  This position also manages the documentation and reporting requirements necessary to demonstrate compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) standards related to the QEP.  This is a full-time, 12 month exempt professional staff position with opportunity for teaching.

This position typically works Monday-Friday; 8 a.m.-5 p.m.  May work beyond normal office hours to include evening, weekends, and peak times.

Responsibilities:

- Lead the development of co-curricular programming that addresses acquisition of Quantitative Literacy and promotes the application of Quantitative Literacy across disciplines.
- Facilitate efforts across campus to enhance support for students with identifiable skill gaps in Quantitative Literacy, including minority, low-income, first-generation, and non-traditional college students.
- Develop and present workshops for faculty on evidence-based, pedagogical approaches to teaching, incorporating, and/or reinforcing Quantitative Literacy.
- Support faculty to develop, test, and implement new approaches to Quantitative Literacy in their courses, which may include the selection of effective materials, technology, or software.
- Work with Institutional Research to assess student learning outcomes related to Quantitative Literacy and use these data to support improvements in Quantitative Literacy.
- May lead or participate in committees related to Quantitative Literacy.
- Collaborates with faculty and staff to implement programs that support the development of students' quantitative literacy, such as supplemental instruction, tutoring, or corequisite models of instruction.
- Partner with institutional stakeholders to develop policies, procedures, facilities, and other resources necessary to achieve the goals of QEP.
- Promote Quantitative Literacy objectives to on-campus and off-campus constituents.
- May be responsible for hiring, training, and evaluating student, part-time or full-time employees.
- Performs other duties as assigned.

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Education:

Master's degree in a relevant discipline from a regionally-accredited institution.

Experience:

- Progressively responsible experience that demonstrates an ability to develop and lead a program that enhances quantitative literacy, quantitative reasoning, or quantitative analysis.
- Experience conducting training for faculty, staff, and tutors.
- Experience working with underserved and non-traditional student groups, as demonstrated through academic credentials, research, or scholarly engagement.
- Ability to collaborate with faculty and staff and to interact effectively with students.
- Two years of experience teaching college-level courses in math, computer science, philosophy, accounting, or related fields.
- Knowledge of academic assessment, accreditation, and academic support-program development.