



EMPLOYMENT OPPORTUNITY MATHEMATICS MONITOR

ABOUT MARIANOPOLIS COLLEGE

A private English-language college, Marianopolis College is recognized as one of Quebec's leading post-secondary colleges, specializing in pre-university education for about 2,000 students in a close-knit, student-centered community.

Since the Congrégation de Notre-Dame founded the College in 1908, Marianopolis has educated generations of motivated young people from all backgrounds who have helped transform Montreal and the world. A stepping-stone to the world's top universities, Marianopolis is proud of its well-earned century-old track record of peerless educational excellence and of its unparalleled ability to consistently graduate students on time and have some 85 percent of them gain acceptance to their first-choice school, many of them in their first-choice program.

Today, Marianopolis continues to foster a shared vision of education as transformative and liberating by remaining a unique community where learning and teaching occur in mutual respect in the classroom and beyond. Marianopolis employees have the opportunity to excel professionally and enjoy generous benefits as well as a stimulating environment associated with working at one of Quebec's top pre-university colleges.

POSITION

Title:	Mathematics Monitor
Supervisor:	Associate Dean, Student Success
Classification:	Monitor
Category:	Support Staff
Status:	Part-Time, Contract Position
Schedule:	25 hours
Hourly Rate:	\$23.17 to \$23.70
Start:	January 25, 2021 to May 21, 2021

NATURE AND SCOPE

In accordance with the Mission and Vision of Marianopolis College, the Mathematics Monitor assists students with identified weaknesses in Mathematics and provides individualized plans and group sessions to support skills development.



RESPONSIBILITIES

- Answers student queries, providing error analysis, addressing identified weaknesses especially in numeracy, algebra, and functions
- Creates and implements individualized and small group sessions directly related to remedial work on identified weaknesses
- Delivers workshops on exponential and logarithmic functions and identities, basic algebra and simplifications, factoring and finding zeroes, graphing basic functions and their transformations, as well as trigonometry and identities
- Maintains a database of related online resources and remedial (high school level) exercises in Mathematics
- Creates College-specific materials related to remedial (high school level) Mathematics
- Liaises with the Mathematics Department Chair regarding students' needs
- Maintains statistics and qualitative records of student sessions and any referrals
- Assists the Mathematics Peer Tutors, when appropriate
- Submits an end-of-semester report, as well as other reports as directed
- Collaborates with other services in the Learning Resource Centre to ensure effective delivery of such services, including the preparation of handouts and other materials of interest to students
- Participates in exam invigilation as requested
- Performs other related duties as required

PROFESSIONAL ATTRIBUTES

- Energetic with strong interpersonal and communication skills
- Highly organized with an ability to set priorities and meet deadlines
- Patient and respectful of others, able to explain concepts clearly
- Strong initiative, punctuality, and reliability

QUALIFICATIONS

- Bachelor of Education, with specialization in high school Mathematics or equivalent
- Proficiency in Microsoft Office (specifically Excel)
- Experience working at a Learning or Academic Skills Centre is an asset
- Familiarity with the College system is an asset
- Fluency in English and French (spoken and written)



MARIANOPOLIS
COLLEGE

APPLICATION

Marianopolis College encourages applications from qualified individuals, including women, members of visible and ethnic minorities, Aboriginal peoples and persons with disabilities. Only those applicants who are selected for an interview will be contacted.

To apply, please forward a CV, cover letter and copy of your degree (incomplete applications will not be considered) no later than **5 pm on Friday, January 15, 2021** by e-mail to careers@marianopolis.edu.