



# TEACHING & LEARNING TRANSFORMATION CENTER

## POSITION DESCRIPTION

### **I. Title: Math Coach, Math Success Program**

**II. Function:** A Math Coach is a UMD student hired to provide coaching and tutoring to any UMD student in need of assistance in standard math or math related courses. Math Coaches foster a welcoming, collaborative environment for all students and help to promote confidence with math related concepts.

### **II. QUALIFICATIONS:**

1. Are in good academic standing with a cumulative grade point average of 3.0 or greater
2. Have completed the core math requirements at the University of Maryland, at minimum, including Math 140/141 or equivalent and received a A- or better in the courses
3. Can pass a university judicial check
4. Will be registered at Maryland as a full-time student for the 2025-2026 academic year
5. Relate well to a wide variety of individuals and groups
6. Manage time effectively and execute their responsibilities
7. Demonstrate high levels of self-awareness and sensitivity to others
8. Experience working as a tutor, mentor and/or academic coach is preferred

### **III. RESPONSIBILITIES:**

#### **Coaching**

1. Report timely to 2-3 assigned scheduled shifts (6-9 hours) each week the Math Success Program is in session. Returning staff may be able to negotiate different work schedules.
2. Contribute to a collaborative, culturally responsive learning environment for the program each shift.
3. Promote a welcoming and supportive environment for Math Success Program visitors.
4. Maintain a working knowledge of university academic resources available to UMD students.
5. Provide peer math coaching strategies and techniques as shared through MSP training.
6. Maintain a working knowledge of basic and advanced mathematics course concepts (Math 140/141/240 specifically) and refresh knowledge by reviewing textbooks, shadowing other Math Coaches, or attending classes.

#### **IV. Marketing**

1. Participate in various program outreach efforts, including but not limited to the First Look Fair, the Second Look Fair, various Teaching and Learning Transformation Center initiatives, and on an as-needed basis.
2. Provide assistance in disseminating marketing materials to various students and organizations across campus.
3. Assist in the recruitment of new staff members throughout the year.

#### **V. Administration**

1. Maintain a positive and professional attitude during all coaching sessions, meetings, training and any

interactions outside of the Math Success Program with University of Maryland faculty, staff and students.

2. Work with the Head Math Coaches, Math Coach Leaders and Coordinator of Academic Enrichment Programs to provide coaching support at the Math Success Program/TLTC-sponsored programs on an as needed basis.
3. Maintain confidentiality and report as necessary in accordance with laws such as FERPA, Title IX, as well as other directives by TLTC and the University.
4. Responsible for keeping abreast of MSP information and communication sent to your UMD email.
5. Report to your weekly shift on time and follow guidelines to secure a substitute math coach if you are unable to attend.
6. Timely and proper documentation of hours worked using the MSP data management system and the University WorkDay system.
7. Participate in the staff evaluation system coordinated by the Coordinator of Academic Enrichment Programs each semester.
8. If assigned to remote coaching, staff would be responsible for all TLTC Equipment they are assigned for use during their MSP shifts.

#### **VI. CONDITIONS OF EMPLOYMENT:**

1. Actively participate in the Fall and Spring training programs and all staff meetings, in person and remotely.
2. Report regularly to your supervisors - Head Math Coach, Graduate Program Assistant and Coordinator of Academic Enrichment Programs.
3. Participate in a systematic job performance evaluation process.
4. A student employee is solely responsible for tracking hours of employment per week. The University of Maryland limits the number of hours a student may work per week to 29.5 (international students can work not more than 20 hours per week). Working more than 29.5 hours per week could result in termination from position.
5. A student must be able to manage the work obligations of the position with academic course load. It is not recommended to enroll in more than 17 credit hours per semester while taking on this role.

#### **VII. TERM OF EMPLOYMENT:** 2025-2026 Academic Year

**VIII. REMUNERATION:** The Math Coach position is paid at the rate of \$15.00 per hour. Once employed, the Math Coach is responsible to contact Payroll to ensure that required documentation is submitted for payroll processing.

**\*\*PLEASE NOTE:** THIS POSITION MAY AFFECT THE AMOUNT OF FINANCIAL AID YOU RECEIVE. Consult the Office of Financial Aid to determine the impact on your financial aid.