

## Position Description

### Coordinator, Maths Hub

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<b>Position No:</b>	New
<b>Business Unit:</b>	Library Learning Services Team
<b>Division:</b>	Library
<b>Department:</b>	Library Learning Services Team
<b>Classification Level:</b>	Level B
<b>Employment Type:</b>	Full Time, Fixed Term
<b>Campus Location:</b>	Bundoora
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

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## **Position Context/Purpose**

The position of Coordinator, Maths Hub sits within Discipline and Subject Support Tutors team, which is part of the the Library Learning Services team. The position oversees and coordinates the Maths Hub and is responsible for delivering and coordinating maths tutoring in the Maths Hub, as well as developing maths resources and managing evaluation and research to demonstrate impact and outcomes for students.

The position uses available data sources to identify and target subjects with students at risk or with specific maths needs; liaises with academic coordinators, tutors, and other academic stakeholders; and works closely with maths tutors and the Department of Mathematics and Statistics to ensure best possible outcomes for students across a range of subjects and disciplines. The position ensures maximum reach and impact on student learning outcomes in the field.

### **Duties at this level will include:**

- In collaboration with academic coordinators and colleagues in the Library Learning Services team, design, coordinate and implement extra-curricular Maths Hub programs which provide a high-quality student experience that targets specific at-need student cohorts across all campuses and relevant disciplines.
- Evaluate the effectiveness of extra-curricular maths programs, providing high level advice to Senior Coordinator, Discipline and Subject Support Tutors and the Library Learning Services Manager as well as academic stakeholders on issues and trends that impact student success.
- Consult widely and collaborate within the Department of Mathematics and Statistics and with other key stakeholders in the provision of integrated and complementary maths programs in line with Library and University objectives.
- Contribute to building a student-centred culture in the programs and support services offered within the Maths Hub which actively address the needs of at-risk student cohorts, based on theoretical knowledge, and informed by best practice and student feedback.
- Apply theoretical knowledge and innovative practices, including online, to effectively engage diverse cohorts across multiple campuses and through multiple delivery modes.
- Supervise and coach maths tutors in the development and operationalization of responsive and flexible programs and activities that contribute to improved student outcomes in relevant subject and discipline clusters.
- When time permits, conduct research related to Maths Hub support and disseminate results in publications and seminars.
- Contribute to the planning and delivery of internal and external Library and University events, including but not limited to Open Days, orientation, and expos.
- Participate in face-to-face and online Library programs and other operational duties as required.

## Essential Criteria

- A relevant degree with significant relevant experience; or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Demonstrated management and leadership skills with experience in managing and leading staff to promote a cohesive and effective team and managing workflows.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
- Demonstrated high level of self-motivation and personal management skills.
- Experience developing innovative solutions and contributing to strategic planning.
- Strong interpersonal skills including ability to negotiate, motivate, influence and build relationships.
- Demonstrated effectiveness in teaching, curriculum development and subject coordination in face-to-face, blended and/or online modes, as evidenced by sustained high results on student feedback on teaching surveys, teaching excellence awards or through other forms of evidence.
- Evidence of innovative initiatives undertaken in the last three years that have improved the student experience, and the evaluation of effectiveness of these initiatives.
- Demonstrated ability to influence the teaching practice of others.
- Demonstrated ability to engage with the Scholarship of Teaching and Learning and conduct research related to area of responsibility.
- Demonstrated high level oral and written communication skills, including the ability to interact effectively, collaboratively and productively with staff and students from a diverse range of backgrounds.

## Capabilities required to be successful in the position

- Knowledge of own strengths, weaknesses and biases – modifying behaviour, based on self-reflection and feedback, to respond to others with empathy and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
- Ability to align individual and University goals and create a safe, inclusive, high-performing culture – modelling and enabling accountability, connectedness, innovation and care.
- Ability to make sense of data to inform decision-making – building a culture in which staff members actively contribute to the continuous improvement of local practices.

## Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

## Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

## Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

## La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- *We are **Connected**:* We connect to the world outside — the students and communities we serve, both locally and globally.
- *We are **Innovative**:* We tackle the big issues of our time to transform the lives of our students and society.
- *We are **Accountable**:* We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- *We **Care**:* We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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Initials:            Date: