

Position: Lab Manager I, MSLL, Department of Mathematical Sciences, College of Arts and Sciences

Advertisement Summary

Join the award-winning Mathematical Sciences Learning Laboratory (MSLL) as a laboratory manager! Support the operational needs of MSLL faculty, undergraduate student staff, and students to advance teaching and service objectives.

Advertisement Text

Under the supervision of the Director of the Mathematical Sciences Learning Laboratory (MSLL), interact directly with and support the operational needs of MSLL faculty, undergraduate student staff, and students to advance teaching and service objectives. Major responsibilities include managing, scheduling, and training undergraduate students; managing the MSLL testing lab; and providing administrative support for the MSLL Director and faculty.

This is a part-time, non-benefited position. Some flexibility in hours is required.

Anticipated start date: August 1, 2024

Estimated pay: \$23 - \$25 per hour

Number of Jobs Available: 1

Schedule: Monday – Friday, 25-29 hours per week, flexibility in hours and some evenings required

Location: MSLL, Willard Hall

About MSLL

The [Mathematical Sciences Learning Laboratory](#) (MSLL) is a unit within the Department of Mathematical Sciences charged with studying and improving teaching and learning in a targeted set of foundational mathematics courses. The MSLL faculty apply research-based teaching and assessment practices to support students' success in their introductory mathematics courses. MSLL also offers free mathematics tutoring to UD students enrolled in courses up to and including Calculus.

Role Description

MSLL is seeking a responsible, organized, and reliable individual to serve as the MSLL lab manager. Major responsibilities include the following: (1) Manage, schedule, supervise, and train undergraduate student staff who serve as tutors, classroom assistants, and exam proctors; (2) Manage the MSLL testing lab, including ordering and stocking supplies; (3) Provide

administrative support for the MSLL Director and MSLL faculty; and (4) Other duties as assigned.

Applicants should meet the following qualifications: (1) High School diploma/GED, associates degree, and two years related experience; (2) Proficient in Microsoft Office and Google Suite (e.g., Microsoft Word, Excel, and Google documents, and Google sheets); (3) Excellent communication, organization, and collaboration skills; (4) Ability to move efficiently between distant sites on campus; (5) Ability to work both independently and as part of a team; (6) Ability to work effectively with students from a wide range of backgrounds; (7) Ability to maintain a strict level of confidentiality; and (8) Availability to work some evening hours.

Founded in 1743, the University of Delaware (www.udel.edu) is one of the nation's oldest institutions of higher education. The University combines a rich historic legacy with a commitment to education and the latest in advanced technology. The University of Delaware is an Equal Opportunity Employer and encourages applications from minority group members and women.

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Send resumes to Dawn Berk, Berk@udel.edu

Applications close: Open until filled.