

**Job Description** 

Job Title: Facilitator, Collegiate Prep Test, SAT Prep (Math) Grade: H

**Department:** Collegiate Test Prep FLSA: Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

## **General Function:**

Administer SAT Prep test taking strategies and instruction to students' enrolled in Collegiate Test Prep "SAT Exam Prep" sessions.

### **Characteristic Duties and Responsibilities:**

- 1. Facilitate scheduled review sessions for perspective SAT test-takers on arithmetic operations, algebra, geometry, statistics and probability.
- 2. Instruct students on fine-tuning student's test taking strategies for the SAT Exam.
- 3. Develop supplemental learning materials for program participants.
- 4. Produce diagnostic reports on student performance and provide individualized feedback.
- 5. Additional duties as assigned

#### Reporting Relationships:

**Direction Received**: Reports to Division Director or Executive Director

**Direction Given:** No authority or responsibility given for the direction of others

#### **Minimum Requirements:**

Bachelors' Degree from a regionally accredited institution in Mathematics and Mathematics Education required.

## **Preferred Requirements:**

Master's Degree from a regionally accredited institution in Mathematics or Mathematics Education.



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## Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of academic program requirements
Knowledge of counseling techniques
Leadership skills
Ability to work well as a team
Ability to work well with individuals with diverse backgrounds

# **Working Conditions:**

Typical office environment; work may require the exertion of up to 10 pounds of force occasionally to move objects; work requires fingering, grasping, and repetitive keyboarding motions; vocal communications is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; no adverse environmental conditions; infrequently traveling between buildings on campus, or to other campuses; may be required to work evening and/or weekend hours