Ohlone College Accelerated Math Gateway

Student Support Specialist

Program Description:
The Accelerated Math Gateway at Ohlone College is a cohort-based learning community meant to fast-track students’ progress from intermediate algebra to Calculus. Students will take two math classes, along with an Introduction to Engineering Class in Spring 2015, and a condensed Pre-calculus class during the summer. The program combines a number of best-practices in Community College education including guaranteed block scheduling, a cohort of students moving through classes together, extra tutoring, curriculum contextualized to engineering industry, and wraparound academic and social support.

Description of duties, responsibilities:
- Provide wraparound student support to all participants in the Accelerated Math Gateway in order to help them address challenges inside and outside of school including, but not limited to, developing successful study habits, communicating and working individually with faculty, attaining work experience, transfer prep, Financial Aid assistance, referrals to on- and off-campus services as needed, etc
- Work with faculty and project partners to deliver high-quality and engaging program orientations before Spring semester in order to build cohort community, introduce faculty and partners, and implement study skill development
- Attend most class sessions in order to monitor student attendance, course content, student achievement, and maintain a handle on concepts taught in class to liaise with program tutors.
- Maintain detailed tracking records of students’ progress, grades, GPA, internship availability, etc and share with necessary faculty and program partners
- Oversight of project activities including maintaining and recruiting 25-30 students in the cohort.
- Coordinate regular meetings between faculty in the cohort to discuss curriculum, individual students, and enrichment programming
- Coordinate math tutoring sessions and keep tutor notified of current concepts covered in class and specific individuals needing additional assistance
- Meet with each Accelerated Math Gateway student individually once per month to assess progress, relay information from professors, make necessary referrals, etc.
- Organize and Facilitate Study Skills workshops as needed covering topics such as, but not limited to, Time Management, Stress Reduction at School, Resume Writing, etc.
- Liaise with Ohlone College administration, Math Department, and other program partners to ensure proper course delivery, tutoring, planning for future semesters and academic counseling services are being provided
- Plan and facilitate other enrichment opportunities including field trips, graduations, career panels, speaker series, etc.
- Create and distribute all program marketing materials including fliers, applications, etc.

Additional Information:
The Student Support Specialist will be an independent contractor with Growth Sector, a partner of the Accelerated Math Gateway at Ohlone. The position is currently budgeted for $25 per hour at 20 hours per week, starting in January 2015. Growth Sector is also partnering with the Fremont Adult School on a cohort-based Math and English learning community set to begin in March. That program will also have a Student Support Specialist. If the candidate is interested in also providing services to the Fremont Adult School cohort, that could make this a full-time (40 hours per week) position beginning in March. Involvement in the Fremont Adult School is not required.

To Apply:
Interested candidates can submit resumes to Gabe Hanzel-Sello, Growth Sector Program Manager, at Gabe@growthsector.org. Gabe can also be reached for questions at (415) 359-5788.