

UNIVERSITY OF NORTHERN COLORADO

VACANCY ANNOUNCEMENT

Position Title Math TLC Program Manager

Position Number E99562

Position Description

This half-time exempt position (20 hours a week, 0.5 FTE) supports the ongoing needs of the Math Teacher Leadership Center (Math TLC), a \$5 million, 5-year National Science Foundation project. In particular, the person in this position will

- Serve as first contact for the project and manage interactions with teacher participants (35%)
- Assist Principal Investigator and other project staff in managing the project. (30%)
- Administer the budget for the Math TLC (\$5-million for 5 years) (20%)
- Complete paperwork associated with managing a grant, including contracts for faculty and staff, payroll, stipends to teachers and students, travel arrangements and documentation, etc. (15%)
- May need to travel two to four times a year to support grant activities.
- Other duties as deemed appropriate by the Principal Investigator

Qualifications and Experience

Required: Bachelor's degree; five years of experience working in or with K-12 education; a willingness to travel in and around Colorado and Wyoming; and excellent communication, problem solving, and detail-oriented organization skills.

Preferred: Bachelor's degree in mathematics or mathematics education; five years of teaching mathematics at the secondary level, with at least 2 years teaching in CO or WY; project management experience; a master's degree in math education or related field; experience as a teacher-leader, and a willingness to travel to national meetings.

Salary and Benefits

Salary is commensurate with qualifications and experience. Benefits may include health, life, and dental insurance, as well as a selection of several defined contribution retirement programs. Dependents and Spouses of UNC Employees who are employed as 0.5FTE or above are entitled to and eligible for Dependent Tuition Grants. These tuition grants will cover in-state tuition charges. Further requirements may exist. Other benefits may be available based on position.

Requested Start Date: As soon as possible, but no later than March 30, 2009.

Application Materials, Contact, and Application Deadline

Screening of application will begin on March 9, 2009, and continue until the position is filled. Interested persons should apply online at <https://careers.unco.edu> and select "View/Apply for Administrative Positions" then choose "Math TLC Program Manager." Application materials to be submitted online are a letter of application/cover letter detailing communication, problem solving, and detail-oriented organization skills, resume, and names and phone numbers of three references who have agreed to be contacted by phone. In addition to the material provided online, please send unofficial or official copies of graduate school transcripts to: Dr. Jodie Novak, Chair Search and Screen Committee, School of Mathematical Sciences, University of Northern Colorado, Campus Box 122, 501 20th Street, Greeley, CO 80639.

Additional Requirements:

Satisfactory completion of a background check, educational check, and authorization to work in the United States is required after a conditional offer of employment has been made. The successful candidate must submit original transcripts within one (1) month of hire.

Location and Environment:

The University of Northern Colorado is a research intensive institution enrolling 12,000+ graduate and undergraduate students. The university, founded in 1889, is located in Greeley, Colorado, which has a growing population of 80,000 and is situated an hour north of Denver and 30 miles east of the Rocky Mountains. Further information about UNC and the City of Greeley is available at <http://www.unco.edu>.

Additional Information:

This position is contingent on funding from the National Science Foundation, approval by the Board of Trustees, and subject to the policies and regulations of the University of Northern Colorado. Federal regulations require that the University retain all documents submitted by applicants. Materials will not be returned or copied for applicants.

The University of Northern Colorado is an equal opportunity/affirmative action institution that does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation or veteran status. For more information or issues of equity or fairness or claims of discrimination contact the UNC AA/EEO/Title IX Officer at UNC Human Resource Services, Campus Box 54, Carter Hall 2002, Greeley, CO 80639, or call 970-351-2718.