Assistant Director, Mathworks

Job Code 50021211

General Description
Provide strategic, technical, and managerial support to the Director of Mathworks.

Examples of Duties
Provide direct assistance to the Director in managing all Mathworks Programs.
Fundraise and cultivate prospects, writing proposals and reports, as well as meeting potential donors and donors.
Direct summer Math Programs.
Assist in managing Teacher Professional Development: directly assist in recruitment of teachers, publicity for the program, and running the program.
Coordinate research related to math education and Mathworks programs.
Assist in managing Curriculum Development and Implementation.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
University policies and procedures; faculty and staff rules and regulations;
Mathworks summer math programs management; organizations that support STEM programs;
fundamental business and accounting principles and practices

Skill in:
Preparing clear, concise, and grammatically correct reports; establishing rapport with faculty and staff; identifying funding prospects; developing proposals and establishing donor relationships

Ability to:
Read and interpret documents, including grant proposals, research articles, and math curricula; perform intermediate math and descriptive, inferential statistics; delegate responsibilities to others; prioritize own workload and readjust as needed; coordinate meetings with Texas State Faculty and staff, and other state agency representatives; operate a computer and applicable software

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements