

Maths Teaching Assistant

Location: London

Reports to: Academic Director

Type: Seasonal Employment (15 Hours per week, August 2024-December 2024)

Min. Experience: PG Student

Department: Academic Affairs

Salary: £3,500 (August to December)

Verto is on a mission to provide the best possible start to college. We start by making travel and experiential education a core part of every student's Freshman year. Our students begin college overseas in one of 5 Verto locations, before seamlessly transferring to one of over 70 partner universities in the United States. While completing 1 or 2 semesters with Verto, students become more mature, empathetic global citizens who have a greater sense of purpose and direction for their lives.

At Verto, we're creating a different model. We're driving the costs down and acceptance rates up. We connect students to the world and give them a chance to discover who they are before making them choose a major. We're out to build a transformational company that makes higher education more accessible and impactful. We are backed by [First Round Capital and other top VCs](#).

At Verto Education we value voices of all backgrounds and experiences. We know that creating a diverse environment takes dedication and intentional hiring practices. We are cognizant of the gap between our current state and our commitments. In order to bridge that gap, we have to humbly evaluate where we are today.

DEPARTMENT OVERVIEW

Academic Success and Advising is part of Verto's Academic Affairs Department, located with Verto Headquarters. The Academic Affairs HQ department works with the University of New Haven as its Academic Provider, which directs all teaching and learning, academic operations, and academic success initiatives across the organization. Academic Success and Advising is the student-facing unit of Academic Affairs, and is the team that works to support students in navigating their transition to and through college. Academic Success and Advising is committed to supporting current and future organizational objectives through the design, implementation, and execution of strategic, innovative, and research-based practices to elevate academic success for all participants.

POSITION SUMMARY

- Act as a main point of contact for five groups of 20-25 students
- Deliver weekly interactive tutorials aimed at promoting student understanding of course content (approx. 2 hours per week)
- Monitor students' engagement with their learning and their progress, follow up where necessary by offering support and encouragement, and report to the course instructors in a timely manner;
- Participate in regular meetings with the course instructors to discuss issues and problems;
- Assist the course leads in the collection of feedback;
- Uphold confidentiality in regards to students records and grades;
- Engage with all training required to complete the role.

MINIMUM REQUIREMENTS & QUALIFICATIONS

- Masters degree level education (or having equivalent experience), in a discipline including a significant mathematical component (Biology, Chemistry, Natural Sciences)
- Knowledge of the mathematical content covered including complex numbers, sequences and series, differential equations, linear algebra and vector calculus.
- Experience of teaching or supporting student learning through classroom teaching, mentoring or coaching
- Excellent working knowledge of a range of computer software such as Canvas, Zoom, Word and Excel
- Ability to communicate clearly, both orally and in writing, with students, academic and support staff at all levels
- Excellent organizational and time management skills
- Ability to be flexible, and to respond proactively and in a timely manner to changing priorities and student needs in a busy environment
- Ability to work independently for short periods and as part of a team, recognising when advice / input needs to be sought
- A high level of accuracy and a keen attention to detail
- Ability to provide clear, well-informed and empathetic advice and support to students
- Pass DBS check.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience of computer programming (e.g. Python)
- Experience of teaching mathematics at an undergraduate level
- Working towards a relevant postgraduate degree (PhD)