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Position #: (PSA)8901
Developed by:.....JR
Reviewed by:.....SG
Approved by:.....
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Learning Specialist, UC/Academic Enhancement Center

DIVISION: Academic Affairs (University College)

REPORTS TO: Coordinator, UC/Academic Enhancement Center

GRADE: 10

SUPERVISES: Student workers

BASIC FUNCTION:

Responsible for assisting the Academic Enhancement Center Coordinator with managing and delivering academic assistance services, including the provision of academic skills tutoring and academic counseling.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the Coordinator with outreach and advocacy within campus communities in support of the Center's mission, vision and goals.

Assist with the coordination of academic assistance programs.

Provide academic skills tutoring and academic counseling.

Assist with program planning, assessment and evaluation.

Work with the Coordinator to plan and facilitate academic skills workshops.

Collaborate with faculty, staff and student organizations.

Assist with data collection and reporting.

Assist in the recruitment, training, and supervision of student staff.

OTHER DUTIES AND RESPONSIBILITIES:

Assist with scheduling and payroll functions.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Master's degree, or equivalent of 30 or more post-baccalaureate credits toward a professional or academic degree; two years of experience as a tutor or learning specialist focusing on college learning skills development (may include work as a graduate assistant); demonstrated experience working with diverse college student populations, including those "at risk"; demonstrated excellent tutoring, interpersonal and communication skills (both oral and written); demonstrated excellent organizational skills; demonstrated ability to coordinate and supervise staff.

Preferred: Proficiency with data collection and analysis.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.