

Class Code:.....0804D  
Position#:.....(PSA)  
Developed by:.....JR  
Reviewed by:.....SG  
Approved by:.....LK  
Date:.....08/2013

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Learning Specialist (Developmental Tutor for Student-Athletes)  
**DIVISION:** Academic Affairs (University College)  
**REPORTS TO:** Assistant Dean, University College and Special Academic Programs  
**GRADE:** 10  
**SUPERVISES:** Students

**BASIC FUNCTION:**

Coordinate academic support services for "at-risk" student athletes. Work closely with athletic academic advisors to determine tutoring needs. Provide instruction in basic academic skills, and coordinate content-based tutoring when needed. Provide written reports outlining student progress. Assist with study hall coordination and supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Hold regular tutorial sessions with assigned students.

Provide consistent strategy-based tutoring in one-on-one or group sessions; provide referrals for content tutoring as needed.

Keep supervisor, coaches, and athletic administrators informed as to students' progress.

Assist and encourage students to initiate and follow through with individual contact with faculty and other support services as needed.

Be aware of and chart individual course requirements for each student, assist in short and long-term planning for meeting those requirements, and prepare weekly reports outlining each student's progress.

Develop a working knowledge of University rules, academic requirements, and NCAA eligibility.

Be available to travel with teams as assigned by the Associate Athletic Director.

Be available to work evenings and weekends.

Maintain student confidentiality at all times.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

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

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master's degree in education, student personnel, counseling, psychology, sport administration, or related field; minimum of two years of experience tutoring/academic support services for NCAA Division I student-athletes; demonstrated knowledge of best practices related to the delivery of academic services for student-athlete populations; demonstrated strong organizational skills and attention to detail; demonstrated knowledge of student data management systems; availability to travel with teams and to work evenings and weekends as needed; demonstrated ability to work with students who are academically "at risk;" demonstrated ability to work effectively with individuals from diverse educational, cultural, and economic backgrounds; demonstrated supervisory skills. Appointment subject to NCAA violation report clearance.

**PREFERRED:** Experience with identifying and coordinating testing and support services for student-athletes with learning disabilities.

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