

North Florida Community College Job Description

Job Title: Learning Specialist – STEM/Allied Health
Department: Academic Affairs
Reports To: Academic Success Center Coordinator
FLSA Status: PART-TIME
Prepared By: HR Department
Prepared Date: March 24, 2014
Approved By:
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SUMMARY

The Learning Specialist will provide face-to-face and virtual academic assistance for students. This position will support the needs of students across STEM and Allied Health content areas. The Learning Specialist must develop and maintain a working rapport with the students, work with them individually and/or in small groups, exercise good judgment, and communicate effectively both orally and in writing. The learning specialist will exercise strong organizational skills, exhibit an eagerness to learn and be of service, and promote positive student, faculty, and staff relations. A positive attitude and a team player is a must!

ESSENTIAL DUTIES AND RESPONSIBILITIES

Below are listed the primary tasks identified for this position. The duties articulated though not exhaustive, indicate the majority of the functions assigned to this position. Other duties may be assigned based on institutional need.

Provide professional tutoring to students (content area tutoring, TABE/PERT reviews, study skills, etc.) through the Academic Success Center (ASC)

Illustrate knowledge of study skills and strategies

Assist Tutor Lab Manager by supervising peer tutors in the absences of the manager

Assist ASC Coordinator in the following:

- Academic Coaching with emphasis given to students under probation status, and Allied Health/Career & Technical Programs
- Administration of diagnostic assessments
- Development, implementation, and facilitation of workshops and/or study sessions face-to-face and virtual
- Assist in the development of online resources specific to subject specialty
- Provide Supplemental and Course Instruction when needed
- Perform various administrative tasks associated with marketing and promotion of ASC services
- Provide documentation of contact with students and maintain case notes

Work a proportionate share of evening hours; flexible schedule preferred.

SUPERVISORY RESPONSIBILITIES

Supervises peer tutors in the absence of the Tutor Lab Manager. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be familiar with MS Office Suite, Learning Management System platforms, virtual support applications and be willing to learn new technologies.

In addition to the qualifications, the Learning Specialist must be committed to the goals and objectives of the Academic Success Center and North Florida Community College.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A. or B. S.) from an accredited institution preferred, content related coursework, program certificate and/or work related experience. The Learning Specialist must also have a demonstrated understanding of working with people and must have training or experience in the fields of education and supervision.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of organization.

MATHEMATICAL/SCIENCE SKILLS

Ability to provide academic support to college-level courses in the fields of STEM and Allied Health. Ability to effectively deliver course content/objectives of basic mathematics, introductory algebra courses and integrated classroom technology.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.