

Position: Learning Specialist for Student Athletes (Part-time)

Department: Academic Enhancement Center of the Center for Student Success

Reports to: Director of Academic Enhancement

Job Summary: In coordination with the College's Student-Athlete Academic Advisor, provides a range of academic services for the College's student-athlete population. Assists student-athletes to facilitate positive academic performance while teaching them about the organizational and learning strategies to help them understand their unique learning strengths and weaknesses.

Schedule: Flexibility in part-time work hours is required to accommodate changes to class schedules, enrollment and other factors throughout the College's academic year. In order to serve the evening student population, some evening hours will be required. The normal work schedule for this position will consist of approximately 20 to 25 hours per week between the hours of 8 AM and 6 PM, Monday through Friday.

Special Circumstances: This position will at all times be contingent upon third party grant funding. Any lack of such funding may lead to a reduction in work hours or the elimination of this position.

Salary: \$16.50 per hour

Duties and Responsibilities:

- Provide study skill assistance to identified student-athletes.
- Provide instruction in areas including reading comprehension, note taking, test taking, time management, study skills, concentration, memory, motivation, faculty interaction, classroom engagement, and other learning strategies.
- Communicate frequently, effectively, and consistently with the College's Student-Athlete Advisor regarding both general and specific aspects of student-athlete academic development progress, concerns or recommendations.
- Manage study hall and study group hours.
- Participate in ongoing evaluation of the academic support programs for student-athletes.
- Work with student-athletes on strategies designed to enhance academic performance and eventual graduation from the College.
- Ensure proper security for student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA).
- At all times, maintains compliance with College, NCAA, and FERPA regulations, including, but not limited to, upholding the highest standards of academic integrity.
- Stay abreast of the College's rules and policies to direct students to the appropriate resources within the College.
- Utilize the College's tutor scheduling software.
- Perform additional duties as assigned.

Qualifications:

- BA degree required; MA in higher education, counseling or related field preferred.
- Experience working with a student-athlete population is preferred.
- Proficient with Microsoft Office Suite.

- Experience providing individual tutoring support, study skills assistance, time management strategies or other learning support instruction to high school or college students with specific emphasis on working with student athletes in an academic setting, is preferred.
- Demonstrated ability to motivate students to learn.
- Demonstrated ability to work effectively with individuals from diverse educational, cultural, and economic backgrounds.
- Strong written, oral communication and computer skills.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community.

Interested applicants can apply by clicking [here](#).