



## **INSTITUTE OF AMERICAN INDIAN ARTS**

### **LEARNING SPECIALIST II – Accounting Specialist JOB DESCRIPTION**

**DEPARTMENT:** Student Success Center – Student Retention & Academic Support (1089)  
**CLASSIFICATION:** **Non-exempt – Part/time/20 hours per week (Not Eligible for Benefits)**  
**REPORTS TO:** Retention Director  
**SUPERVISES:** None  
**LAST UPDATED:** May 2016

#### **SUMMARY OF RESPONSIBILITIES**

The Accounting Learning Specialist provides a wide range of comprehensive academic support and assistance, primarily in the form of tutoring, to students through the Student Success Center's Learning Lab and in coordination with other SSC academic support services. The Learning Specialist may develop basic curriculum and/or learning resources for accounting learning. The Specialist must support the mission, vision, and core values of IAIA.

#### **ESSENTIAL POSITION FUNCTIONS**

- Provide academic support to IAIA students in a higher education academic setting, or a dual credit classroom in a high school setting.
- Off-campus classroom support at Higher Education Center in Santa Fe.
- Promote individual student responsibility and success in academic development.
- Be punctual and accessible to students during designated time in the classroom.
- Assist students in developing realistic/achievable academic goals and expectations for the assignments they are working on.
- Direct students in a timely and accurate manner to appropriate support services when students' needs are deemed to be external/outside the intended role of the Specialist (i.e. refer students to advisors, counseling, etc.).
- Complete tutor reports in a timely/accurate manner after each tutoring session.
- Lead small group work in classroom discussions as needed.
- Ensure that an accurate record is kept of students' use of tutoring.
- Communicate regularly with Director regarding trends in students' learning needs and their experiences in classroom and tutoring sessions.
- Contribute to student and program assessment process as needed.
- Comply with all institutional policies/procedures/guidelines, and support the core values, vision, and mission of IAIA.
- Other duties deemed appropriate

#### **REQUIRED EXPERIENCE AND EDUCATION**

Must have BA degree in related academic field and familiarity with American Indian and Alaskan Native Cultures is essential. Prior professional tutoring experience and/or teaching experience are preferred.

#### **MINIMUM REQUIREMENTS**

- Ability to effectively engage students in their academic success, through mutual respect and mutual purpose.

- Ability and willingness to understand and adhere to faculty members' requirements to ensure the academic success of each assigned student.
- Demonstrated and effective inter-personal communication skills, in order to establish mutual respect, rapport and confidence.
- Ability to be flexible and responsive to a student's competencies, needs and challenges.
- Ability to work successfully as a team member.
- Must possess the ability to be flexible and creative in resolving academic learning challenges with students so as to assist the students in achieving academic success.
- Demonstrated skill and willingness to "go the extra mile" to provide excellent student support services.
- Ability to resolve differences in a transparent, honest, constructive and ethical manner.
- Ability to organize, prioritize and maintain accurate detailed records.
- Ability to maintain composure and effectiveness when interacting with individuals who may be argumentative, hostile or difficult.
- Ability to analyze and evaluate information to choose the best overall solution.
- Adhere to appropriate standards of conduct and ethics, including:
  - confidentiality
  - integrity
  - honesty
  - respect
  - appropriate relationship and boundaries with students
  - comply with supervisory directives
  - adapt to changing work environments
  - cooperate and work respectfully with others
  - participate in proactive problem solving
  - participate in meetings as required
- Ability to work effectively and efficiently in an independent manner (or as assigned).
- Ability and willingness to perform other duties as assigned.

## **WORKING CONDITIONS**

- Ability to sit at a desk for extended periods of time.
- Ability to effectively utilize a keyboard/computer, as needed.
- Communication skills using the spoken and written word, in order to provide students with effective academic tutoring support.
- Ability to see, view and/or review a wide range of information effectively/efficiently.
- Ability to receive, interpret and respond to information communicated in various forms (verbal, written, etc.)
- This description is a general statement of required major duties and responsibilities performed on a regular or continuous basis.
- There may be other duties as assigned.
- Performance evaluation will include assessments of job performance/results as described herein.
- Management has the authority to change/augment/revise the functions and duties, with or without notice.
- This job description does not constitute an employment agreement.