

INSTITUTE OF AMERICAN INDIAN ARTS

LEARNING SPECIALIST II - Generalist 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: January 2015

SUMMARY OF RESPONSIBILITIES

The Learning Specialist II 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 II is assigned to a specific academic area (i.e., accounting, math, or writing), and will assist in the development of basic curriculum and/or learning resources for their assigned area. The Specialist II must support the mission, vision, and core values of IAIA.

ESSENTIAL POSITION FUNCTIONS

- Provide academic support to IAIA students in assigned subject material in a higher education academic setting.
- Promote individual student responsibility and success in academic development.
- Develop basic curriculum for Developmental Ed course Friday Labs, workshops, and other group tutoring sessions, and/or develop and regularly update learning and study resources for both Learning Lab and online student use.
- Contribute to student and program assessment process as needed.
- Be punctual and accessible to students during designated time in the lab.
- Assist students in developing realistic/achievable academic goals and expectations for the things they are working on in the learning lab.
- Direct students in a timely and accurate manner to appropriate support services when students' needs are deemed to be external/outside the intended purposes of the Learning Lab (i.e. refer students to advisors, counseling, etc.).
- Complete in a timely/accurate manner, tutor reports after each tutoring session.
- Lead small group work in learning lab discussions as needed.
- Ensure that an accurate record is kept of students' use of the learning lab.
- Ensure satisfactory completion of tutor training.
- Communicate regularly with Director regarding trends in students' learning needs and their experiences in the Learning Lab.
- Collaborate with Director and other Learning Specialists on special projects and/or tasks (e.g. workshops, handouts, fliers, etc.).
- Participate in Learning Lab Team activities, projects, and events (e.g. Open House, Midterm and Finals Study Nights, professional development activities, etc.).
- Deliver workshops on various academic topics related to assigned academic area (i.e. MLA citation, essay structure, etc. for Writing Specialists).
- Proctor Accuplacer and/or other exams as needed.
- Attend regularly scheduled Learning Lab Team meetings.

- 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 background in the development of basic curriculum and/or learning outcomes.
- 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
 - maintain 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).
- Hands-on knowledge of basic adult learning principals.
- 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 tutorial or academic 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.