State College of Florida, Manatee-Sarasota
Job Description

Job Title: Learning Specialist

Reports to: Dean of Nursing
FLSA Status: Exempt
Level: 212
Position Class:

Job Summary:
The Learning Specialist oversees the individualized and group student learning activities: designs, pilots, implements, coordinates and evaluates tutoring, study coaching and supplemental instruction initiatives, including the training of student and faculty conducting these activities. Collaborates with the Nursing faculty in integrating the learning resources into the curricula.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Designs, pilots, implements, supervises, coordinates and evaluates tutoring, study coaching and supplemental instruction initiatives, including the training of student and faculty conducting these activities.

2. Learns, manages, implements, and trains in the use of study skills and academic software programs.

3. Helps to identify specific student academic and study skills problems and develops individualized academic treatment programs with instructor input.

4. Assists professional development activities including workshops in learning concepts and confers with instructors on a case-by-case basis to promote academic success among students diagnosed with academic difficulties and/or study skills deficiencies.

5. Collaborates with the appropriate sub-committees to improve curricula by integrating the use of learning resource materials into the curricula of developmental education courses and degree credit courses.

6. Collaborates with the Research and Information Specialist and Computer Services Department staff in designing Web-based applications.
7. Provides academic support services to all nursing students.

8. Provides monthly progress reports and updates to the Nursing Dean.

**Job Qualifications:**
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.

- **Education/Experience:**
  Master’s degree from a regionally accredited college or university and two years of discipline related experience or related experience working with students in a field similar to an academic resource center. Previous experience tutoring and/or teaching college students developmental/college preparatory courses, or life skills/study skills/freshman seminar courses, or English-as-a-Second-Language courses, or the equivalent experience teaching adults, is required.

- **Supervisory Experience:**
  One to two years of direct supervisory experience, including responsibility for hiring, firing, performance management, training and coaching of students is desired.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional/scientific journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

- **Math Ability:**
  Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. Ability to perform calculations on standard measures of American currency and weight, volume, and distance.

- **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, etc.

- **Computer Skills:**
  Intermediate knowledge of word processing, spreadsheets, databases, Internet and e-mail. Additional knowledge of discipline specific software. Must be proficient in current College e-mail, databases and other College required software. Must remain current with technology changes.

- **Certificates and Licenses:**
  None.

**Responsibility for People and Property:**
None
Responsibility for Communication:

- **Internal Contacts:**
  Routine contact with students, faculty and instructional administrative staff; frequent contact with other State College of Florida, Manatee-Sarasota administrative and support departments.

- **External Contacts:**
  Frequent contact with vendors; occasional contact with prospective students, general public, and professionals appropriate for discipline.

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.

The noise level in the work environment varies from very quiet to moderate.

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 regularly required to use manual dexterity and speak or hear. The employee is frequently required to sit for extended periods of time. The employee is occasionally required to stand, walk, and lift and/or move up to 20 pounds. Specific vision abilities required include close vision, distance vision, identification and discernment of colors, peripheral vision, depth perception and the ability to focus.

General Performance Standards and Expectations:

In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.
6. State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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