Learning Specialist – Center for Excellence in Teaching and Learning

Definition of Class
This is a professional position in which the incumbent provides campus-wide services to students in assessing learning problems and developing programs of mitigation. The incumbent serves as a resource to faculty, staff, and students for learning issues and research design.

Examples of Work Performed
Conducts interviews with students to determine learning disabilities and/or needs.

Advises students and develops support programs and strategies to address learning needs.

Administers, scores, and interprets learning style or psycho-educational tests to measure students’ academic strengths and weaknesses.

Develops, coordinates, instructs, and assesses a variety of broad-based programs, including study skills courses and various workshops, to address and mitigate learning issues on campus.

Prepares various reports and analysis denoting progress, adverse trends, and makes appropriate recommendations.

Serves as resource to faculty, staff, and students for learning issues.

Assists faculty with research design on learning issues. Participates in research as consultant.

Maintains confidential records and other documentation.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Provides direct services to students in assessing and advising as it relates to learning problems.
2. Develops, coordinates, instructs, and assesses various programs and workshops to promote academic success.
3. Serves as liaison to faculty, staff, and students for learning issues.
4. Assists faculty with research design on learning issues.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based
upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements**: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion**: The incumbent may be required to lift up to approximately 25 pounds.
- **Vision**: Requirements for this job include close vision.
- **Speaking/Hearing**: Ability to give and receive information through speaking and listening.
- **Motor Coordination**: While performing the duties of this job, the incumbent is frequently required to talk and hear; sit; walk; reach with hands and arms; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand and stoop, kneel, crouch or bend.

**Experience/Educational Requirements**:

- **Education**: Master’s Degree in education, counseling, student services, or a related field from an accredited four-year college or university.

  **AND**

- **Experience**: One (1) year of experience related to the above described duties.

- **Substitution Statement**: Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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