JOB DESCRIPTION

Learning Specialist

**Definition of Class**
This is a professional position in which the incumbent provides assistance to academically at-risk student-athletes. The incumbent develops, manages, implements, and monitors strategic study programs, to include mentoring and tutoring sessions for student-athletes. Duties include assessing the needs of at-risk student-athletes and developing strategic study plans. This position reports to either the Assistant or Associate Director, Athletic Academic Support.

**Examples of Work Performed**
Develops and implements programs and services designed to meet the needs of academically at-risk student-athletes.

Develops and implements academic support plans for under-prepared and learning challenged student-athletes as well as developing and implementing programmatic and training initiatives for the tutorial program.

Serves as liaison between the academic coaches, academic support staff, and administrators to enhance the academic success of student-athletes.

Identifies learning needs of students-athletes and develops individualized support programs and services.

Develops and provides a variety of teaching activities, including diagnostic needs assessments, skills development, decision making, time management, etc.

Coordinates mentoring programs and tutoring sessions for student athletes and assists in monitoring supervised study table programs designed to develop beneficial study skills.

Instructs learning disabled student-athletes on the use of a variety of assistive technology.

Supervises and provides training to tutors and mentors.

Maintains confidential records and other documentation.

Stays abreast of and assures adherence to NCAA, SEC, and University rules and regulations as it relates to position.

May be required to travel and work outside normal business hours (evenings, weekends, and some holidays).

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

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. Develops and implements programs and services designed to meet the needs of academically at risk student athletes.

2. Coordinates and participates in assigned special and recurring projects and programs to include planning, development, implementation and evaluation of tutorial program.

3. Determines the curriculum for tutorial trainings in compliance with the Athletic Department’s Compliance Office and NCAA.

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:
   Bachelor’s Degree in education 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.

Rev. 04/01/2015

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