

**JOB TITLE:** Learning Center Specialist  
**DEPARTMENT:** Rolla  
**LOCATION:** Rolla  
**REPORTS TO:** Learning Support Coordinator

**FLSA:** Non-Exempt  
**LEVEL:** 105  
**DATE:** 11/28/17; 03/1/2017

**POSITION SUMMARY:** Provide one-on-one instruction to students at the Rolla Site. Responsible for facilitating workshops and group tutoring sessions.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)*

Completion of Associate's degree in related field; One year experience in disability services, special education, or other related field preferred.

**ESSENTIAL TASKS:** *Employee must be able to perform the following functions to the satisfaction of the employee's supervisor.*

- Provide tutoring services to students in one-on-one instruction or group session environments.
- Assist students from diverse backgrounds and learning levels with patience.
- Ensure a professional and student focused learning environment during tutoring sessions.
- Provide students assistance with word processing, presentation or course management software, instructional computer software, and computer access issues (usernames, passwords, etc).
- Maintain accurate and complete records to document tutoring services provided and activities conducted.
- Design and implement one-on-one instruction and group sessions to encourage student usage of services including but not limited to time management, testing taking strategies, study skills, and course specific topics.
- Design and produce promotional materials, handouts, and study aids for students.
- Assist students with library reference material and services.
- Provide placement and classroom testing accommodations for students with disabilities with the utmost integrity; services may include but are not limited to serving as a reader, scribe, and/or proctor in a non-distractive environment.
- Assist with the implementation of adaptive technology, software and equipment; make recommendations for the ordering and/or repair of equipment, software, and supplies.
- Provide adaptive technology training and assistance for students with disabilities
- Convert textbooks and course materials to alternative formats for students with documented disabilities.
- Assist with departmental tasks as needed.
- Participate in campus orientation activities as requested.
- Schedule will be determined each semester based on tutoring needs and student class schedules; day or evening hours may be required
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner with minimal supervision.

**COMMUNICATION SKILLS:** Ability to communicate clearly and concisely, both orally and in writing; ability to communicate effectively in a tactful and courteous manner with a variety of people, including students, employees, faculty, and the general public; ability to read and interpret documents; ability to write routine reports and correspondence; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; ability to verbalize understanding of a problem or situation, ask relevant questions for clarification, and explain it to others; ability to present materials effectively to individual students or groups.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**College:** Ability to accurately perform mathematical calculations; ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form; ability to perform all essential functions using safe work methods and following safety regulations relating to job; knowledge of the Family Educational Rights and Privacy Act (FERPA); knowledge of college policies, procedures, and practices;

**Departmental:** General knowledge of computer assisted instruction, familiarity with current trends in higher education for students with disabilities; knowledge of assistive technologies that facilitate access to educational programs for students with disabilities; excellent customer services skills; thorough detailed knowledge of assigned tutoring disciplines; knowledge of department policies, procedures, and practices with the ability to answer work related questions and/or interpret and apply these guidelines correctly in various situations; ability to prioritize and manage multiple tasks simultaneously; ability to apply principles of logical thinking to identify and express problems, establish facts, draw valid conclusions, and develop solutions from alternative methods and procedures; ability to work accurately and efficiently at a fast pace with occasional interruptions; ability to handle confidential matters judiciously; ability to provide encouraging and supportive educational atmosphere for students; ability to prioritize and manage multiple tasks simultaneously

**EQUIPMENT AND SOFTWARE:** Current information technology used by the college and department, including but not limited to, Microsoft Office, Outlook, Datatel, ImageNow, etc.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information; this position may also require travel to off campus destinations (ie satellite sites, high schools).

**Vision:** See in the normal visual range with or without correction.

**POSITIONS SUPERVISED:** None

**SIGNATURES:** I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

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