



BENNETT COLLEGE

Job Posting

Title: Learning Specialist (Part-time)
Date of Posting: 01/21/10
Department: Academic Affairs
Reports To: Director of Academic Affairs

Job Code: 10-0121BAW
Closing Date: Until Filled

GENERAL SUMMARY:

The part-time Learning Specialist works closely with CTLT staff to design a Student Action and Success Plan with specific goals, objectives, and expected learning outcomes. The Learning Specialist will provide study skills instructions and conduct learning enrichment activities to ensure students' academic readiness for the sequence of courses. The individual in this position may perform duties related to the position and the freshmen mentorship program. The work schedule for this position is flexible.

ESSENTIAL JOB FUNCTIONS:

- Develop, monitor, and evaluate individualized learning plans
- Provide individualized and small group instruction in one of the following areas: Accounting, Biology, Business, Chemistry, Computer Science, English, French, History, Math, Psychology, and Spanish
- Schedule in-class seminars and presentations
- Plan and conduct academic skills workshops
- Participate in in-service training workshops
- Assist with mentoring program activities

Learning Specialists may also be asked to:

- Research and recommend resource materials for CTLT
- Maintain individual files for program participants
- Monitor students' class attendance and attendance at required meetings
- Assist in tracking students' academic progress
- Assist with program evaluations
- Distribute and collect data for unit reports
- Perform other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Understand developmental philosophy and student retention
- Have experience in the delivery of information both in written and verbal formats
- Understand the needs of first generation and non-traditional student learners
- Ability to work in a high traffic environment
- Ability to multi-task
- Experience presenting academic enrichment workshops strongly desired
- Experience providing tutorial support and/or working in a center which provides tutorial assistance

EDUCATION AND EXPERIENCE:

- Bachelor's Degree, minimal; Master's Degree, preferred
- At least two years of experience providing learning skills assistance to students
- Excellent verbal and written communication skills
- Good computer skills
- Ability to work well with students, faculty, staff and administrators
- Good organizational skills and the ability to perform multiple job tasks related to the position

HOW TO APPLY:

Interested candidates should submit a cover letter, resume, salary history (on separate sheet), and three (3) recent letters of recommendation (all letters must be signed and dated within one (1) year), reference **Job Code 10-0121BAW**

If available, please submit unofficial transcripts. Official transcripts are required if an offer of employment is made.

You can send your information one of three ways:

Mail to: Human Resources, Bennett College for Women, 900 East Washington Street, Greensboro, NC 27401

Email to: hr@bennett.edu

Fax to: 336-517-2103

Resumes received without the job code and salary history will not be considered.

NO PHONE CALLS PLEASE!

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