

Job Title:

Education Skills Specialist - College of Osteopathic Medicine

Job Description:

The Education Skills Specialist will provide support to all student members of the COM learning community through individual appointments, workshops and seminars. The Education Skills Specialist will guide students towards reaching their full academic potential by fostering an understanding of learning styles and aiding in the development of effective study strategies and time-management skills.

Reports to:

Assistant Dean for Student Affairs and Enrollment

Classification:

Full-Time, Exempt

Essential Duties:

- (Prior to inaugural class matriculation ONLY) Participate in the CHSU-COM admissions process by assisting in the evaluation of applications and contributing to the construction of summary metrics that characterize the incoming Class of 2024.
- Provide individual academic skill assessments and consultations under both voluntary and mandatory conditions.
- Provide appropriate academic interventions and advising for COM students.
- Coordinate all aspects of the tutoring program including training, supervision and record-keeping.
- Identify learning needs related to attention management, the challenges facing differently abled students and problems related to communication skills; guide students to appropriate resources.
- Other duties as assigned.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by CHSU.

Qualifications:

Education

- Masters degree in Education, Educational Psychology, or other relevant field.

Skills & Experience

- Demonstrated ability to work with learners of all backgrounds and capabilities.
- Professional accomplishments that reflect the essential duties of this position.
- Understanding of various neuropsychological tests and the meaning of test results.
- Knowledge of ADA and academic accommodations.
- Excellent communication skills.
- Prior experience in undergraduate medical education preferred.

Salary:

CHSU offers competitive wage and benefits packages

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to careers@chsu.edu and type **EDUCATION SKILLS SPECIALIST** in the subject field of the email.