

**Job Title:**

**Learning Specialist, College of Pharmacy**

**Job Description:**

This Learning Specialist will provide support to learners who are falling behind or struggling academically. They typically work very closely with teachers, mentors/advisors and administration.

**Reports to:**

**Academic Affairs Coordinator**

**Classification:**

**Full-time, Non-Exempt**

**Essential Duties:**

- Works with learners, both directly and indirectly, to provide academic and emotional support and typically is assigned/works with multiple students and teachers based on factors related to identifying at-risk behaviors and academic monitoring.
- Works with learners, faculty, and administration to create strategies that promote a greater chance of academic success.
- Implements intervention and mentoring/advising strategies for faculty and learners.
- Addresses poor habits relating to time management, lack of motivation, academic deficiencies, and issues with goal setting.
- Helps learners develop learning preferences for more effective studying.
- Assists faculty with preparing learners for standardized testing.
- Utilizes effective tutoring strategies to help learners correct their issues with learning.
- Establishes positive relationships between learners and faculty and others to ensure a collaborative effort.

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

**Education**

- Bachelor's degree in education from an accredited college or university; or a Master's degrees in a relevant field.

**Skills & Experience**

- Demonstrates the ability to work with learners of all backgrounds who are dealing with various learning troubles.
- Possesses excellent teaching skills and the ability to intervene when learners fall behind.
- Exhibits outstanding organization and time management skills for managing a large workload.

**Qualifications:**

- Displays highly effective communication skills geared to various diverse groups.
- Can work well independently and with very limited supervision.
- Possesses the ability to make decisions based on factual evidence and observation.
- Demonstrates the ability to use multiple techniques to help learners develop study, learning and testing skills.

**Salary:**

CHSU offers competitive wage and benefits packages and is an EEO employer

### 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](mailto:careers@chsu.edu) and type **LEARNING SPECIALIST** in the subject field of the email.