Learning Specialist, College of Pharmacy

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.

Academic Affairs Coordinator

Full-time, Non-Exempt

- 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.
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 LEARNING SPECIALIST in the subject field of the email.

CHSU is an Equal Opportunity/Affirmative Action Employer. Minorities, women, veterans, and persons with disabilities are encouraged to apply.

Salary:

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