

Sul Ross State University
Position Description

Official Title: Learning Community Support Specialist

Salary Group: 13

Job Code: 5416

Summary

Function: Assist in the design, development and delivery of essential elements of the Learning Community Pilot Program.

Scope: Work with team to design, plan and implement learning community support.

Duties

Essential: Develop and conduct training programs for Learning Community Faculty and support staff to include trainings on computer-based learning, policies and procedures, and best practices in learning community delivery. Assist with the design, development, and delivery of Learning Community Programs. Assist in ordering, installing, and troubleshooting computer equipment and software for Title V program. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Unique to the particular department and other duties as assigned.

Supervision

Received: Reports to the Title V Project Manager/Activity Director

Given: none

Education

Required: Bachelor's degree in communication, education, or related field.

Preferred: n/a

Experience

Required: Experience working with college students and faculty, experience developing and administering presentations and trainings to small groups

Preferred: Knowledge of collegiate learning communities and/or advising.

Equipment/Skills

Required: Knowledge of pc's, laptops, data projectors; good communication skills.

Preferred: Experience with computer software installation.

Working Conditions

Usual: Exempt from Overtime provisions. Position is Security Sensitive.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: 12/4/2009