

## **Duke University School of Nursing**

### **Job Description**

**HR Title: Academic Consultant**

**Working Title: Senior Learning Specialist**

**Job Code: 2726**

**Job Level: 12**

**Updated: 4/5/2023**

### **General Purpose:**

The Senior Learning Specialist is responsible for a broad range of activities that enhance student learning and academic outcomes. The Senior Learning Specialist must have the ability to work and communicate well with students, faculty, and staff. This is a full-time position reporting to the Director of the Student Success Center.

### **Supervisor**

This position reports to the Director of Student Success Center.

### **Essential Duties**

#### **Academic Support Coordinator- 55%**

- Coordinate all academic support services, such as tutoring and group study sessions to complement coursework and exam preparation.
- Recruit and hire part-time academic support services staff.
- Facilitate training sessions and training materials for academic support student/alumni staff.
- Evaluate effectiveness of academic support services and programs.
- Assist with other duties as assigned.

#### **Learning Specialist- 45%**

- Provide academic counseling and coaching to address individual student concerns and support students in the development of effective academic skill building.
- Plan, facilitate and evaluate workshops and small group sessions to address academic skill-building- specifically addressing study skills, study materials, note-taking, test-taking strategies, and time management.
- Provide intervention for students facing academic, professional and general wellness challenges that could impact degree completion and overall success.
- Document and maintain records of student meetings, including requests, concerns, and outcomes.

- Assist with the planning and coordination of testing accommodations for students registered with the Student Disability and Accessibility Office.

#### Requirements

Master's degree preferred in Adult Education, Educational Psychology, Learning Disabilities/Special Education, or related field. Work generally requires at least three years' experience in academic interventions, adult learning, academic coaching/counseling and/or coordination of academic services, such as tutoring. Experience in coordinating academic services such as tutoring or supplemental instruction required. Experience working with health profession or stem students preferred.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE