



# Example of Learning Advisor Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of learning advisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for learning advisor

- Meet weekly with a select group of student-athletes to coordinate academic support activities
- Communicate regularly with coaches regarding academic expectations and performance of student-athletes
- Organize and administer the Athletic Department tutoring program, including the identification, hiring, assignment, training and evaluation of tutors
- Organize and administer the Athletic Department study hall program
- Organize and track summer school applications for current and incoming student athletes and assist in developing the summer orientation program for new to UP student athletes
- Duties may also include organizing and planning events including student athlete academic awards banquet and the "Difference Award"
- Participate in/contribute to regular team meetings and firm-wide learning forums
- Commitment to self-development to keep up to date with L&D trends and innovations
- Provision of ad-hoc support to managers for smaller projects/requirements that may arise during the year
- Collaborate with regional staff in designing and implementing professional development scope and sequence for new teachers

## Qualifications for learning advisor

- 10% Team contributions and cross firm projects
- Dedicated to providing high quality client service (Essential)
- Experience working in a professional services environment (Desirable)
- Very high attention to detail and a proactive, structured approach to work (Essential)