



# Example of Learning Advisor Job Description

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Our innovative and growing company is looking to fill the role 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

- Manage academic support for student-athletes on assigned teams
- Design workshops that teach learning strategies to meet the academic needs of individuals and small groups (including, but not limited to, reading and comprehension strategies, note-taking, study strategies, and test-taking skills)
- Meet weekly with a select group of student-athletes to provide and coordinate academic support activities
- Communicate regularly with coaches regarding academic expectations and academic performance of student-athletes
- Assist with teaching HPE 108 (Life Skills for Student-Athletes) a one-credit course that has to be taken by all first-year student-athletes
- Organize and track summer school applications for current and incoming student-athletes and assist in developing the summer orientation program for student-athletes new to the University
- Performs other duties as relevant to the duties of the position or as assigned by supervisor or supervisor's designee
- Support Delegation management in messaging with various stakeholders, including preparation of presentations, case studies, reports, briefing documents, and social media content
- Support program staff in identifying and researching key areas where innovative ideas, new technologies, and better practices can be used, and support documentation and sharing of experiences with these initiatives
- Support National Society in identifying local and national-level messaging

## Qualifications for learning advisor

- Tools like SQL, Teradata, HANA, Tableau, SAS, Statistica, R, Python etc
- Knowledge of USG policies, procedures, and reporting requirements
- Consult with individuals in various levels of the organization (Shop floor employees to executive) to identify overall learning needs and gaps
- In collaboration with the technical experts, develop and implement learning solutions by validating competencies
- Maintain compliance with governing policies and procedures by managing all documentation and record keeping in the database
- Support the organization continuous improvement practices (AES) by establishing and monitoring key performance indicators and supporting its learning goals