



# Example of Learning Specialist Job Description

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Our innovative and growing company is searching for experienced candidates for the position of learning specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for learning specialist

- Meet with students individually and in groups to identify student needs, build rapport, and help students connect with resources and the campus community
- Pinpoint potential barriers to academic success and help students identify ways to address those barriers
- Provide concrete assistance with learning strategies
- Review student exams and work products
- Analyze curriculum and learning tasks and build customized learning supports for target population and courses
- Help create, offer, evaluate, and revise classes, workshops, and information resources that help students learn about, try, assess, and revise study strategies and processes that help them become self-regulated learners
- May include teaching, co-teaching, or assisting with courses related to student success
- Help develop, implement, and evaluate evidence-based initiatives that help students connect with each other and the institution and that enable academic success, such as seminars, learning communities, research projects, service learning
- Keep accurate, thorough, up-to-date, accessible records of student contacts and student growth and progress using student tracking software
- Contribute to needs assessment and the ongoing development/evolution of effective learning support services through inquiry among students, advisors, faculty, department representatives

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- Highly organized, with disciplined attention to detail and accuracy and the ability to manage multiple conflicting deadlines and competing priorities
  - Ability to set own high standards of performance and deliver desired results
  - Easy grasp of technology and competence in the use of MS Office Applications
  - Bachelor's degree or equivalent in a related field from an accredited college or university
  - A minimum of 6 years' of training experience or equivalent combination of education and experience
  - Mastery of the principles of adult learning and accepted curriculum development methodologies