Cal Poly Humboldt Sponsored Programs Foundation
Job Announcement

This is not a state position

Job Title: TRIO-SSS Learning Specialist

Wage: $20.27- $25.00 per hour depending on experience.

Hours: Full-Time (40 hours per week), Non-Exempt, 12-month position with a competitive benefits package including group health, dental, and vision. A 403B retirement contribution is added after one year of service with 1,000 hours in that year.

Duration: This is a temporary appointment with an anticipated start date of August 1, 2022. The position is renewed at the beginning of each grant year, contingent on continued funding and positive work performance. The SSS grant is funded on a 5-year cycle, with subsequent years dependent on reauthorization of funding by the Department of Education. The SSS program at Humboldt has been in continuous operation since the inception of the program in 1972. The 2021-22 academic year is the second year in the 5-year cycle.

Project Name: TRIO Student Support Services 2020-25 F3188

Supervisor: Primary supervision is provided by Su Karl, Director of the Learning Center. This position also reports to Dan Saveliff, Director of TRIO Student Support Services

Position summary: Under general supervision of the Director of the Learning Center and the Director of TRIO Student Support Services (SSS), the Learning Specialist works with TRIO SSS program students, (low-income, first generation) providing academic coaching, learning assistance, and strategies for engaging in academic course content. The Learning Specialist also coordinates assessment processes, develops individual educational action plans; monitors student progress and outcomes as they incorporate learning strategies into their academic practices. The Learning Specialist also serves as liaison for SSS student engagement in university Place Based Learning Communities (PBLC) and works with PBLC coordinators, departments and offices to assess course engagement and identify course specific performance gaps experienced by SSS program students. Based on assessment outcomes, designs and implements appropriate interventions to support SSS program student success.

Essential job functions: The SSS Learning Specialist has lead responsibility for assessing, coaching, & monitoring of the academic strategies and performance of assigned SSS students:

- Conducts new student assessments relating to learning strategies and practices
- Evaluates student study strategies through appropriate assessment instruments. Reviews academic history, conducts student interviews, and consults with EOP/SSS advisors when formulating the student’s individual academic action plan
- Assesses academic behaviors and strategies such as time-management, academic engagement, self-determination, and academic mindset. Assesses non-academic factors as related to potential impact on academic behaviors, strategies and mind-set
- Identifies and coordinates group and individual assessment for incoming SSS students, SSS students participating in the EOP Fall Bridge program, and SSS students participating in first-year learning communities
- Through collaboration with the first-year learning community coordinators and faculty, monitors academic progress and engagement of first-year SSS students across block-enrolled courses.
Develops academic strategies specific to each individual course and in meeting academic expectations across a cluster of block-enrolled courses.

Based on assessment outcomes, the SSS Learning Specialist provides direct one-on-one **Individualized Student Coaching** for students:

- Assists students in developing strategies to become independent learners
- Assists in the development and use of learning rubrics and developmental frameworks to guide students in their own self-assessment, development, and incorporation of foundational skills for academic success
- Refers students to course-specific assistance in the Tutorial Lab and other Learning Center Services as appropriate
- Meets regularly with students to monitor progress

The SSS Learning Specialist **facilitates academic workshops & classroom presentations:**

- Assists in the facilitation of a variety of academic strategy workshops (time management, test taking, test anxiety, note-taking, online learning, software navigation, or other subjects) as requested
- Provides workshop and classroom-based instruction through EOP/SSS Fall Bridge, in coordination with teaching faculty and/or the sponsoring academic department
- Provides classroom-based instruction and coaching in active learning and academic strategies development
- Assists in training of EOP/SSS program staff and participates in professional development opportunities related to inclusive, culturally relative, and culturally responsive pedagogy, principals, and practices.

The SSS Learning Specialist also maintains accurate and up-to-date recordkeeping of services provided and assists in other program activities as a full member of the EOP/SSS TRIO team.

**Minimum Qualifications:**
Experience: One year of experience in professional Student Services work at the entry trainee level or equivalent. Equivalent amounts of graduate level job related education may be substituted for the required experience.

Education: Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration, or a job-related field. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required education on a year for year basis.

**Preferred Qualifications, Knowledge, special skills, and abilities:**

One year of experience or more providing academic skill development at the college or college preparatory level for low-income, first-generation or other at-risk student populations. Effective oral and written communication skills. Demonstrated ability, sensitivity, and knowledge of assessing and developing a plan of academic development strategies for underprepared students within a strength-based context is essential. Theoretical knowledge and demonstrated awareness of the non-cognitive influences on academic behaviors, mind-set, and performance, particularly among students who are members of traditionally marginalized groups, is essential.

Training and experience sufficient to work in coordination with other student service providers to develop individual, small group, and classroom experiences which assist program students in acquiring academic
strategies needed for college success. Sufficient training and experience to plan and facilitate study skills workshops and instruction of “college success” curriculum.

Priority given to applicants who have overcome barriers similar to those facing program participants.

**Application Instructions:** To apply submit 1) a resume, 2) cover letter, 3) three professional references along with 4) the SPF Employee Information Form for Applicants to Liz Silver, ers21@humboldt.edu.

If you have any questions regarding this position, please call the EOP/Student Support Services Office at 707-826-4781.

**Application Deadline:** The initial review date is EXTENDED to July 8, 2022; position will remain open until filled.

Cal Poly Humboldt Sponsored Programs Foundation is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. More information about Cal Poly Humboldt SPF’s Equal Employment Opportunity hiring can be found here.

For assistance with the application process, please submit an Accommodation Request Form, which can be found here or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at https://hraps.humboldt.edu/reasonable-accommodation. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within Cal Poly Humboldt SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current HSU SPF employees who apply for this position.