

University of Houston – Clear Lake

Position Description

Job Title: **Title III Learning Specialist**

Job Code: **2265**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree.	
Experience	Two years experience delivering educational programs to students in a higher education environment.	
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Performs functions for the daily operation of Title III Strengthening Institutions grant program from the Department of Education. Coordinates services that aid in retention and progression of students, and works closely with department chairs, academic Deans and administration at UHCL. The Learning Specialist will be responsible for student mentor and tutor training, faculty training, and assisting the Program Coordinator in the operation of the First Year Experience program, including the First-Year Seminars. Other duties as assigned.

Duties and responsibilities	% Time
Assists Program Coordinator in daily operation of activities related to the First-Year Experience: Learning Communities, First Year Seminars, and extended orientation sessions.	60
Responsible for student mentor and tutor training.	20
Develops and delivers faculty training activities.	20
Other duties as assigned.	5

This position description describes the general qualifications, duties and responsibilities of work being performed.