
Job Title	Learning Specialist
PVN ID	BM-1812-002843
Category	Managerial and Professional
Location	BOROUGH OF MANHATTAN C. C.
Department	Office of Accessibility
Status	Full Time
Annual Salary	\$40,000.00 - \$50,700.00
Hour(s) a Week	35
Closing Date	Mar 25, 2019 (Or Until Filled)

General Description

The Learning Specialist reports to the Assistant Director of the Office of Accessibility (OA) or a designee. The Office of Accessibility collaborates with and empowers students who have disabilities in order to coordinate support services, reasonable accommodations and programs that enable equal access to education and college life. The Learning Specialist works with a caseload of career and technical (CTE) students to provide academic and emotional support and, collaborates with the OA staff for the unified goal of successful student retention/completion.

Other Duties

Responsibilities include the following:

- Assists with planning and providing a comprehensive program of services for CTE students with disabilities. Develops and reviews individual educational plans that incorporate individually designed academic support services and accommodations within the guidelines of the ADA. Offers transition services for college students.
- Provides guidance and advisement to student organizations, administrators, faculty and others on concerns and issues regarding disabilities. Interacts with counselors, disability accommodations specialists, and external community organizations to maintain a broad inventory of available services and resources.
- Coordinates and conducts study skill workshops on various topics that are reflective of student's individual learning skills and disabilities. In addition, assists the Director of Office of Accessibility with the development of workshops aimed at improving retention and graduation rates for CTE students with disabilities.
- Serves as a resource and provides training as needed for staff in the areas of learning development, learning strategies and identification of different learning styles.
- Produces reports and feedback for internal and external constituents.

- Participates in campus-wide student outreach and support activities such as orientation, registration, commencement, and other college-wide events.
- Perform other related duties as assigned.

Qualifications

- A Bachelor's degree in counseling or a related field is required plus four or more years of work experience with a diverse college student population; at least two years experience working specifically with students with disabilities. Experience with current higher education practice, theory and research, preferred. Also, knowledge of best practices, with an emphasis on research, assessment, and data-informed decision making.
- The ideal candidate must possess excellent interpersonal, oral, and written communication skills, with attention to detail and proven leadership experience. Also, be a dynamic individual who can work independently and under general supervision to provide courteous and accurate customer service to all students, faculty, staff, and visitors of diverse backgrounds.
- Proficiency with Microsoft Office Suite, managing social media, and designing promotional and information materials is required.
- Must be available to work evenings and weekends as necessary.