

Job Title	Learning Specialist
PVN ID	YC-2112-004419
Category	Instruction and Social Service
Location	YORK COLLEGE

Department

Status	Part Time
Hourly Rate	\$15.00-\$22.00
Hour(s) a Week	7.00
Closing Date	Feb 02, 2022 (Or Until Filled)

General Description

Under the general supervision of the program Director/Associate Directors, applies considerable independent judgment in supervising the provision of services of a specialized or technical nature to students, a relevant target community, parent groups, instructional staff, and administrative staff. Researches and prepares reports, collects and analyzes data, drafts manuals, drafts policies and procedures, makes presentations, and keeps confidential records. Utilizes sponsor reporting and tracking systems when required. Researches and drafts grant proposals. Assists with recruiting participants, Monitors and evaluates pilot and on-going programs, and insures outcome goals are met. Meets with sponsors; conducts focus groups. Coordinates with governmental agencies, schools, relevant community groups, college groups, and academic departments. Interfaces as needed with support staff from various college offices in resolving issues involving staff or student needs, technical issues, and facility issues. Interfaces with vendors regarding instructional materials, equipment, training, and demonstrations.

Other Duties

- Work with Program Director, PIs, and Administrative Assistant to identify skill gaps and creates targeted training and customized development activities to fill the learning gaps.
- Develop, organize, conduct, and evaluate training programs for STEP Students with special needs.
- Assist with implementing program planning for STEP Students.
- Build relationships with university partners and community.
- Assist with implementing program planning, build STEP Student STEM skills.
- Report progress and program evaluations to Program Director.
- Teamwork – Be able to collaborate, connect, and work effectively across teams and departments to create strong partnerships at York STEP.
- Ability to work independently and make decisions.
- Collaborate closely with, and act as a liaison between, Program Director, PIs and Administrative Assistant to ensure

all teams have relevant and accurate information to do their jobs.

- Schedule and host trainings to ensure the team is up to date on the newest product features as well as best practices and market trends within ecommerce.
- Help gather feedback from the go-to-market teams on a regular basis to constantly improve enablement programs.

Qualifications

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- Ability to manage multiple projects concurrently in a fast-paced, constantly changing environment.
- Track record of looking beyond existing solutions and taking a proactive approach to improving the skill set of special needs students so they can be more competitive in the STEM fields.
- Ability to create and deploy learning in a variety of formats.
- Support special needs candidates throughout the application process, course completion, troubleshoot barriers to entry and find alternative options.
- Communication Skills – Can find ways to make communication easier and be able to clearly communicate and deliver a message.
- Skilled in communication enablement principles and practices.
- Background in special education or similar field.
- Excellent writing skills and verbal communication skills.
- Energetic, flexible, collaborative, and proactive; an individual contributor who can positively and productively build relationships in a complex organization and externally partner.
- Experience using technologies to remove barriers to entry at university institutions.
- Demonstrated fluency and proficiency with the use of technologies and computer applications (Microsoft Office).
- Secondary or higher education experience in a multi-site organization is a plus.