

## LEARNING RESOURCE SPECIALIST

- A. Non-classroom staff responsibilities represent a forty-hour week, eleven months a year. The responsibilities of the Learning Resource Specialist include, but are not limited to the following:
1. Implement a comprehensive tutoring program.
  2. Implement a Supplemental Instruction Program.
  3. Provide effective learning assistance for high-risk students seeking tutorial help.
  4. Establish a tracking system for students using the Center for Academic Success.
  5. Maintain existing learning resource materials and make them available to faculty, tutors and students.
  6. Identify new materials, including software, for use in the Center.
  7. Promote the Center and provide outreach to faculty and students.
  8. Act as a liaison to faculty in various disciplines to ensure appropriate tutoring services are available.
  9. Act as a liaison to student service personnel to ensure collaboration is maximized.
  10. Maintain a supportive learning environment in the Center for Academic Success both on and off campus.
  11. Supervise instructional aides and tutors both on and off campus.
  12. Facilitate and supervise test proctoring.
  13. Provide a comprehensive tutor training program, including the possible teaching of Educe 20.
  14. Assist in institutional research, including measuring success of Center efforts vis-à-vis PFE and Vision 2005 goals.
  15. Staff and/or provide for orientation sessions/tours.
  16. Provide information on general and specific CAS services and activities to students, faculty and community on a regular basis.
  17. Assist in hiring of tutors and instructional aides.
  18. Schedule and staff appropriate workshops for students and staff in conjunction with appropriate Chairs.
  19. Assist in creation and dissemination of CAS handbook and promotional materials.
  20. Provide assistance to the coordinator as assigned.
  21. Assume other reasonably related duties as assigned.

