



Learning Specialist  
Bentsen Learning Center

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### **Position Summary**

Mitchell College is seeking to hire a Learning Specialist for the Bentsen Learning Center (BLC). BLC Specialists support a roster of students with documented disabilities in individual and small group sessions by teaching skills and strategies required for successful acquisition of college level learning and career readiness.

### **Responsibilities and Duties**

- Develop a working knowledge base and understanding of roster students utilizing information from educational history, psycho educational testing, IEP's and consultation with former specialists.
- Provide students with individual, group and workshop instruction in relevant skills and strategies in academic competency areas such as: study skills, self-advocacy, test taking, test preparation, reading, writing, research, time management, organization, problem solving, final exam preparation, executive functioning, and career transition.
- Assist students with development and monitoring of self-generated academic goals, provide follow up with goal progress, and suggest strategies for achievement.
- Develop and encourage students' oral and written communication and advocacy skills in speaking with advisors, staff, and faculty, including facilitating knowledge and use of DSS, Integrated Career Services, Academic Advising, Health services, and other campus departments where appropriate.
- Suggest and demonstrate relevant educational technologies and applications for student use as academic strategies.
- Maintain student attendance, comment logs, progress reports, and program assessments as required.
- Serve as Academic Coach for campus wide ACE Program
- Participate in open houses and campus wide events as assigned by Director.
- Attend weekly staff and campus wide meetings as assigned by Director.
- Maintain current knowledge of the field of disabilities and higher education by engaging in professional development opportunities.
- Other duties as assigned

### **Physical Demands**

None

### **Required Education and Experience**

Master's Degree in Special Education, Speech and Language, or related field. Three years experience working with students with disabilities at the post-secondary level. Excellent communication and interpersonal skills and the ability to establish and maintain working relationships with students, faculty, and staff are required.

Mitchell College is an Affirmative Action-Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, religion, sex, national origin, ancestry, political affiliation, sexual orientation, gender identity or expression, marital status, disability and genetic information, age, membership in an employee organization or other non-merit factors.



**Key Skills / Knowledge**

- \* Oral and written communication skills.
- \* Knowledge of computer programs including accessible technology.
- \* Understanding of disabilities and disability issues.
- \* Knowledge of psychoeducational tests and interpretation of the results.
- \* Instructional knowledge regarding academic skills and strategies.

A small liberal arts college, Mitchell developed its distinct educational approach over 80 years, blending a tradition of mentoring with an expertise in teaching diverse learning styles to create a highly individualized model that benefits all students. Mitchell is committed to the broader community through building strong, creative, and cooperative partnerships. Located on a beautiful waterfront campus in historic New London, it is also home to championship NCAA Division III athletics and the Duquès Academic Success Center which includes the renowned Bentsen Learning Center.

This is a full-time, FLSA Exempt/AY (9-mo.) position All are paid bi-weekly, and a 100% full-time appointment with regular College benefits. For full candidate consideration, please send a cover letter, your CV/resume, and 3 references (contact information or letters) to [jobs@mitchell.edu](mailto:jobs@mitchell.edu) by August 22, 2018. The application review process may commence immediately upon receipt of your letter of interest, though references will not be contacted until the applicant has been notified.

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