Green Mountain College

POSITION OPEN
The following position is posted as an invitation for qualified individuals to apply.

Position Title: LEARNING SPECIALIST

Department: Learning Center
Salary Range: Full-time, 10-month position (academic year)
Reports To: Center for Advising and Achievement Director

PRIMARY RESPONSIBILITIES:
● Ensure that students with learning accommodations under the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the 1973 Rehabilitation Act are given reasonable services
● Manage a caseload of students who have active accommodation plans; assist them in organizing their academic program of study
● Plan and participate in a variety of learning workshops presented by the Learning Center to include academic assistance and student success programs for learning differed, at-risk, and students in general
● Implement probation and conditional admissions programs
● Meet with prospective students and parents to discuss services available from the Learning Center
● Inform faculty and staff as to legal implications and expectations of the Americans with Disabilities Act, Section 504
● Serve on Learning Center committees and other College committees as needed
● Work evenings and weekends as necessary
● Active participation in new student orientation, open house and admitted student days
● Interprets Learning Center policies in the absence of the Director

QUALIFICATIONS:
● Demonstrated working knowledge of state and federal regulations pertaining to students with learning differences (e.g. ADA and Section 504)
● Working familiarity with IEPs, psycho-educational evaluations and other medical evaluations
● Ability to plan and implement a variety of workshops and programs
● Ability to advocate for the student population in general, and those with learning differences especially
● Demonstrated excellence in communication and leadership skills
● Ability to work cooperatively as part of a management team within the Learning Center primarily and with the Library and IT Services staff secondarily.
● Adept at working with a diverse clientele with an ability to cultivate and maintain collegial working relationships across the campus.
  ▪ Strong computer skills.
  ▪ Bachelor’s degree in education or related field required, teaching experience a plus

APPLICATIONS FOR THIS POSITION ARE ACCEPTED UNTIL POSITION IS FILLED.

If you believe that you meet the above qualifications, please submit a resume to Janie Evans in the Human Resource Department:
Email: evansmj@greenmtn.edu
Fax: 802-287-8096
Mail: GMC, 1 College Circle, Poultney, VT 05764