

 **Basic Skills Specialist**

 **TRIO Student Support Services**

**REPORT TO:** Director, TRIO SSS

**E CLASS:** PT 12Month

**FLSA:** EXEMPT

**PURPOSE:**

TRIO Student Support Services invites applications for the position of Basic Skills Specialist. This position seeks an applicant who is a dynamic, motivated, and collegial person with a strong commitment to supporting student success. This is a grant-funded position and is secure only during the funding period.

**PREFERRED QUALIFICATIONS:**

The Basic Skills Specialist shall have earned a minimum of a master’s degree in the content area to be taught (18 graduate hours in the content area). Possess knowledge equivalent to that acquired through the first two years of college with a minimum of five years of related Bachelor’s degree required, Master’s degree preferred, with at least two years of experience in “people-related community service or post-secondary education. A minimum of a bachelor’s degree in the content area assigned. One to two years of teaching experience; ability to communicate well with students and to motivate students to learn; excellent oral and written communication skills, previous working experience with low income, first generation, and students with disabilities preferred. Working knowledge of Microsoft Suite Applications, Computerized tutorial programs, and internet tutoring. Experience and knowledge related to students from low-income or first-generation backgrounds or persons with disabilities are essential. The Basic Skills Specialist must be able to maintain confidentiality. Bachelors required.

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

1. The primary job function of this position is to design, develop, implement, and coordinate a comprehensive tutoring program in support of students attending Miles College
2. Coordinate and communicate with faculty and staff to enhance the tutoring process and success of students.
3. Collaborate with faculty and staff to develop strategies to increase student participation. Student retention is an essential part of the job.
4. Responsible for academic, personal, social, career counseling, and advising.
5. Conduct workshops and small group sessions to enhance student growth and development. Additionally
6. Responsible for advising SSS participants concerning course selections, registration, financial aid, class transfers, and drop/add procedures and having a clear commitment to the goals and objectives of the SSS Program.
7. Prepare informational materials and promote the tutoring program to Miles College students, faculty, and staff
8. Plan, organize textbooks and/or supplemental learning materials, and monitor the delivery of tutorial services to eligible students;
9. Create a “schedule” for student
10. Assist in promoting the maximum use of Learning Labs on the campus;
11. Review student sign-in sheets and develop lists of students requesting tutorial services;
12. Provide information to students of the program and qualify students for tutoring
13. Coordinate with various lab coordinators/instructors to facilitate all resources for students in need of tutoring
14. Provide feedback, as appropriate, to faculty, staff, and the Project Director regarding student performance and progress
15. Keep a log of daily activities
16. Assist with reading, writing, literacy, mathematics, science, and computer skill-building.
17. Perform teaching duties as assigned.

**Supplemental Functions:**

1. Assist with collection of evidence and documentation for students, as needed.
2. Assist Director in writing reports.
3. Assist with the creation and maintenance of an online database to facilitate records retention.
4. Perform other duties as assigned by the supervisor.

**KNOWLEDGE, SKILLS & ABILITIES:**

Must have excellent oral, written, and verbal communication skills; ability to make sound decisions in accordance with college policy, rules, regulations, and departmental policies; ability to work effectively and collegially with other employees throughout the college; ability to establish and maintain effective working relationships with other employees, students, and the public; ability to organize and prioritize work and be able to work independently. Possess basic office skills including keyboarding and bookkeeping; proficient in computer use with experience in word processing, spreadsheets, and databases; ability to interact effectively with faculty, staff, and applicants.

**WORK ENVIRONMENT:**

The work environment consists of exposure to physical conditions typical of a normal office environment. Most of the job is performed while sitting, although the work may require occasional standing or walking and/or the lifting and carrying of small objects.

**TRAVEL: NA**

*\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

**SPECIAL INSTRUCTIONS TO APPLICANTS:**

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to mwilson@miles.edu.** Due to the large volume of inquiries, applicants will not receive a response unless there is a match, at which point the applicant will be contacted for an interview.

**NOTICE OF NON-DISCRIMINATION**

Miles College is an equal opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities on the basis of race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other bases prohibited by law.  Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd Fairfield, AL 35064, 205-929-1440, titleix@miles.edu. For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](https://www.miles.edu/title-ix).