Learning Specialist

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Professional and Managerial Group

Learning Specialist

Learning Services, Learning & Curriculum Support, Library

Hiring #: 2021-0262

Please read the Application Instructions [1] before applying

Reporting to the Manager, Learning Services the Learning Specialist is part of team advancing the educational enterprise of the University and the mandate of the library by enhancing learning through the provision of expertise, leadership, services, and resources that support academic objectives and foster lifelong learning.

Learning Services supports students at all levels as they strive to become independent, resilient, and strategic learners. They support instructors and campus partners in their efforts to help students develop academic skills and make academic transitions. Core programs in Learning Services include:

- Academic Action Program, an individualized semester-long coaching program;
- Engineering Peer Helper Program, a collaborative program run through the School of Engineering;
- Student Athlete Mentor Program, a program to enhance the academic performance of student athletes through peer mentoring;
- Supported Learning Group Program, a program that provides course specific supplemental instruction (SI) support for students outside of classes.

Duties of the position:

- Manage and monitor the development and implementation of the Supported Learning Groups (SLG) Supplemental Instruction Program
- Research, design, teach, and assess instructional programming on learning strategies and academic skills for students at all levels
- Supervise/mentor up to 25 student peer educators who assist in service delivery
- Provide individual assistance on learning and performance issues
- Collaborate with faculty to integrate academic skill development into courses, and with staff to address the specialized needs of specific student cohorts
- Co-ordinate programs and services and provide leadership for collaborative initiatives
- Develop and maintain learning resources in a range of media
- Contribute to committees and collaborative projects within the Library and with a range of campus partners
- Participate in the unit’s planning, assessment, research, and scholarship activities

Requirements of the position:

- Master’s degree in higher education, educational psychology, counseling or a related field and two (2) years’ experience supporting student learners in Higher Education and peer-learning, or an equivalent combination of education and experience may be considered
- Successfully completed courses and/or direct training and experience in curriculum design, planning, development, and assessment
- Experience supporting and advising students in their academic skill development and performance
- Experience supervising students in a Higher Education environment
• Superior teaching, oral communication (speaking, presenting), and writing skills
• Strong interpersonal skills including a high level of self-awareness, consensus building, group dynamics, conflict resolution, problem-solving and ability to work effectively in a team environment
• Organizational and time management skills
• Advanced computer skills including Microsoft applications, data management/analysis, survey design, accessibility, web editing and e-learning tools
• Knowledge of instructional design principles and accessibility

The following qualifications would be considered an asset:

• Certified Supplemental Instruction (SI) Supervisor Training
• Experience supervising peer-to-peer learning or tutoring in a Higher Education environment
• Degree in a STEM field
• Knowledge of research methods
• Knowledge of learning disabilities and their impact on student learning
• Knowledge of English as an Additional Language student issues
• Experience working with faculty in an educational capacity and/or delivering learning support for specific student cohorts with specialized needs, such as student athletes, students in residence, or students at academic risk
• Experience designing and delivering learning support for diverse student populations
• Experience creating videos and/or e-learning content

This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

Position Number 400-233
Classification P04
Professional/Managerial Salary Bands [2]

At the University of Guelph, fostering a culture of inclusion is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2021 06 14
Closing Date: 2021 06 28