**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Achieve Program Learning Differences Specialist - Graduate Assistant</th>
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</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Academic Affairs</td>
</tr>
<tr>
<td>REPORTS TO:</td>
<td>Achieve Program Director</td>
</tr>
<tr>
<td>SUPERVISES:</td>
<td>None</td>
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<tr>
<td>STATUS:</td>
<td>Non-Exempt</td>
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<tr>
<td>CLASSIFICATION:</td>
<td>Support Staff</td>
</tr>
<tr>
<td>F.T.E:</td>
<td>Part Time</td>
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<tr>
<td>DATE</td>
<td>May 20, 2021</td>
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**Mission Statement:** “Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.”

**Villa Maria College Core Values:** “Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”

**POSITION SUMMARY:**
Under the direction of the Director of the Achieve Program, the Learning Differences Specialist - Graduate Assistant will support students with learning differences (Dyslexia, ADHD, ASD, CAPD, hearing impairment, and more) in their academic environment at the college level.

**ESSENTIAL RESPONSIBILITIES:**

- Learn, train, model assistive technology (Read Aloud, Dictate, Livescribe Pen, etc.) to students.
- Provide academic support through tutoring strategies, time management, workshops, etc.
- Develop and present workshop opportunities to support technology, study strategies, social skills, communication, etc.
- Assist with note taker training and acquisition and management.
- Become familiar with academic and testing accommodations.
- Follow up with students, outreach, tracking, and more.
• Establish and maintain relationships with students through Achieve tutoring, events, workshops.
• Perform other duties as assigned to meet the mission of the College.

**ESSENTIAL QUALIFICATIONS:**
• Bachelors Degree Required;
• Enrolled in or completed a Master’s program in Higher Education, Exceptional Education, Special Education, Counseling, Mental Health, Social Work, or related field preferred;
• Understanding of how disabilities can impact learning, learning strategies, software and technology applications that support various disabilities;
• Desire to contribute to a small private campus and growing department;
• Ability to make sound decisions when trouble shooting issues or dealing with ambiguous situations;
• Ability to work independently and adhere to deadlines are required; strong interpersonal skills, creative, self-starter a must;
• Advanced knowledge of Word, PowerPoint, Excel, and Outlook are required;
• Excellent communication skills, oral and written; and
• Attention to detail and time management skills essential.

**ESSENTIAL FUNCTIONS:**
Professional business office setting. This work may include hours standing and walking, including up and down stairs, moving up to 25-pounds. Evening and weekend hours may be needed on occasion to perform work associated with this position. Consistent computer work with hand and wrist movement are necessary on a daily basis.

**SALARY:** $2,000

**APPOINTMENT:** Fall 2021

**PLEASE COMPLETE THE ON-LINE APPLICATION PROCESS FOUND AT:** jobs.villa.edu

When you have completed the on-line application process your information will be forwarded to the Search Committee for review and consideration. Once the selection process is completed, qualified candidates will be contacted for an interview.

Posting Deadline: Review will begin immediately and will continue until the position is filled.

**Villa Maria College is an Equal Opportunity Employer**