



## **LEARNING RESOURCES SPECIALIST**

### **BASIC FUNCTION**

Under the direction of the area administrator, the incumbent is responsible for successful delivery of learning support services as assigned. This position combines assistance in program coordination, individualized student support, resource management, technology integration, and collaboration to foster student success in a community college environment.

### **DISTINGUISHING CHARACTERISTICS**

The incumbent in this position assists in providing guidance, encouragement, and support to empower students to reach their full potential in their academic endeavors. This work is done through assistance in implementing programs and initiatives aimed at enhancing student success, facilitating access to learning resources, and providing personalized support to students with diverse learning needs. The incumbent aids in providing comprehensive academic support to students, addressing various aspects of their learning needs including study skills, time management, subject-specific tutoring, and academic workshops.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified.*

1. Assists with providing tutoring services, study groups, academic workshops, and peer mentoring programs.
2. Helps ensure that the learning resource center areas are well-equipped and conducive to student learning by maintaining inventories of resources, ordering supplies, and ensuring the maintenance of equipment and facilities.
3. Aids in providing technical support to students using learning technologies and educational software, assisting with accessing online resources, navigating learning management systems, and troubleshooting technical issues.

4. Collects data related to student participation, usage of learning support services, and academic outcomes.
5. Promotes student success, including tutoring services, study groups, academic workshops, and peer mentoring programs.
6. Assists in conducting outreach activities to raise awareness of learning support services, and programs available to students.
7. Assists in facilitating study groups and workshops aimed at enhancing students' academic skills, fostering collaboration, and promoting effective study strategies across various disciplines.
8. Prepare reports summarizing learning support findings.
9. Train and supervise student workers.
10. Assists in coordinating test proctoring services.
11. Performs other job-related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge Of:**

- Knowledge of learning resources, tutoring programs, and academic support services.
- Effective tutoring methods and techniques.
- Computer applications relevant to administrative tasks and learning technologies.
- Strong organizational skills, attention to detail, and ability to multi-task effectively.
- Proper oral and written usage of English.
- Recordkeeping techniques.
- Interpersonal skills using tact, patience, and courtesy.

### **Skills and Abilities To:**

- Plan and organize work.
- Communicate effectively orally and in writing in English.
- Maintain records and prepare reports.
- Read, interpret, apply, and explain rules, regulations, policies and procedures.
- Meet schedules and deadlines.
- Work independently with little to no supervision.
- Work cooperatively with others and display cultural competence.

### **Education and Experience:**

Classification: Learning Resources Specialist / Range: 17 / FLSA Status: non-exempt  
Date Last Revised: ~~June 2022~~ July 2024 / Date Approved:

Any combination equivalent to an associate's degree in social science, education or related field and one (1) year of relevant experience.

**Certificates, Licenses, Special Requirements:**

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

**Other Requirements:**

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

**WORKING CONDITIONS**

**Work Environment:**

Duties are primarily performed in a classroom-type environment. Incumbents have extensive interactions with students. Frequent interruptions. Medium to high noise level.

**Physical Demands:**

Long periods of sitting and keyboarding requiring repetitive hand movement. Speak clearly and distinctly for the purpose of providing information or over the telephone. Ability to stoop, bend, kneel, crouch, reach, and twist, and to lift, carry, and/or move objects weighing up to 10 pounds.

Vision: See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

**Mental Demands:**

Making sound decisions and judgements to solve problems. Handle stress of meeting deadlines and demands of job. Communicate with others in fast paced environment.