
Job Title: **Math & Science (STEM) Academic Specialist**
Full -Time | 100% Grant Funded

Salary Expectation: Non-Exempt – \$21.53 per hour (minimum)

Reports To: Academic Support and Tutoring Coordinator

Location: Lakeshore Technical College – Cleveland, Wisconsin (*Location may vary based upon need*)

Employment and Work Schedule: 38.75 hours per week x 52 weeks
Monday – Friday
Flexible hours based upon needs of the college

Purpose

Provide in-person and virtualized instructional support and academic success coaching to students as part of the Academic Support & Tutoring team, with an emphasis on General Education courses specifically in Math and Science. Create and maintain partnerships with faculty and others to maximize access and utilization of services to meet student needs. Develop and facilitate student learning opportunities to support successful course completion. Collaborate with appropriate staff and faculty to schedule and prepare for study sessions to meet student needs. Track, report, and communicate student outreach, referral, participation, and progress. Reach out to students who are referred for services. May travel to other locations to deliver services.

Job Description

Direct Student Support and Follow Up

- Collaborate with Student Services and course instructors to schedule and offer academic supports:
 - in the subject areas of Math and Science.
 - for writing papers, reviewing papers, resume and cover letter reviews, scholarship applications.
 - study skills, time management, and test-taking strategies.
- Provide just-in-time individual or small group tutoring and/or other academic support
- Facilitate individual and small group learning activities and study sessions under the direction of course instructors.
- Schedule and provide individualized academic support for students which includes development of learning communities (study group facilitation) and referral to LTC Student Services/Resources staff as appropriate to meet student needs.
- Prepare for and lead academic support through individual or group tutoring through both study groups and walk-in/drop-in hours.
- Utilize appropriate technologies to deliver support and to contact and maintain communication with appropriate staff, faculty, and students.
- Follow up on student referrals and motivate students to participate in study sessions or walk-in/drop-in hours to complete coursework successfully.
- Maintain an “everybody can succeed” philosophy, and advocate for student needs.
- Provide support and assistance to students in accessing computer programs such as MyMathLab, LTC’s Learning Management System (Blackboard), Office 365, and other course technologies used as a learning and effective communication tool.
- Become certified as an Academic Coach through the National Tutoring Association.
- Provide Academic Coaching sessions which focus on identifying student strengths, building academic skills, providing resources, and supporting students holistically to enable independent success in their studies.

Records, Communication, and Collaboration

- Track and report student attendance on a weekly basis.
- Provide assistance to the Academic Support & Tutoring Coordinator by serving as a back-up in making peer tutoring connections.
- Follow policies, procedures, and mechanisms to ensure integrity and security of academic records.
- Participate in regularly scheduled team meetings.
- Coordinate special projects as needed.
- Provide support for grant initiatives as required.
- Monitor, maintain, and oversee the Academic Support Lab resources and computer lab stations in partnership with other academic support specialists.
- Keep Academic Support and Tutoring Coordinator informed of obstacles that impact processes or performance.
- Promote a positive image of LTC both internally and externally.

- Provide an exceptional customer service experience to both internal and external customers throughout every interaction. Other duties as assigned.

Qualifications/Training/Experience*

- Bachelor’s degree (in an academic area such as Math and/or Science) or equivalent with two to three years of recent relevant work experience required.
- Working knowledge of Microsoft Word and Excel.
- Excellent proofreading skills.
- Ability to maintain confidentiality of sensitive information.
- Working knowledge in related courses: written and oral communications; positive customer service and human relations; self-initiating and assertive; ability to multi-task; organization, prioritization, follow through, and problem-solving skills are essential.
- Ability to work independently, shift priorities quickly and work with flexibility.
- Ability to interpret strategies and implement procedures to achieve goals.
- Exemplify college values in all staff and student interactions, as well as services delivered.
- Ability to establish and maintain effective working relationships and relate successfully with staff, students, and people of diverse cultural, social, or educational backgrounds.
- Fluent, bilingual individual is beneficial.

***Note: Meeting the minimum requirements does not guarantee an interview for a position.**

Condition(s) of Employment

- Employment conditional on completion of a Background Information Disclosure (BID) with the results acceptable to the College.
- Valid State of Wisconsin driver’s license is required or access to reliable and flexible transportation to commute from one job site to another.

Benefits:

Health Insurance	Employee Assistance Program (EAP)	Vacation
Dental Insurance	Paid Leave of Absence (PLOA)	Health Reimbursement Account (HRA)
Vision Insurance	Professional Development	Flexible Spending Program
Long Term Disability	Tuition Reimbursement	On-Site Child Care
Life Insurance	Holidays	Wellness/Fitness Center
Wisconsin Retirement System (WRS)		

Recruitment Period

Beginning: Friday, November 19, 2021

Closing: Applications will be accepted online until the position is filled; however, to ensure full consideration, application materials should be submitted for receipt no later than **Monday, December 6, 2021.**

Online Application Process

The LTC online employment application must be completed in its entirety to be considered for a position at Lakeshore Technical College. To access the LTC online application system, click [HERE](#) to login or to create a new account login to apply for the position. For additional assistance, please contact Human Resources.

LAKESHORE TECHNICAL COLLEGE DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, RELIGION, SEX, DISABILITY, AGE, SEXUAL ORIENTATION, GENETIC TESTING, LACK OF ENGLISH SKILLS, ARREST OR CONVICTION RECORD, POLITICAL AFFILIATION, VETERAN STATUS, PARENTAL STATUS, MARITAL STATUS, PREGNANCY OR OTHER PROTECTED CATEGORIES, IN ITS SERVICES, EMPLOYMENT, PROGRAMS, AND/OR EDUCATIONAL PROGRAMS AND ACTIVITIES, INCLUDING BUT NOT LIMITED TO ADMISSIONS, ACCESS AND PARTICIPATION. THE COLLEGE ATTEMPTS TO BE IN COMPLIANCE WITH ALL FEDERAL LAWS INCLUDING BUT NOT LIMITED TO TITLE IX & SECTION 504. INQUIRIES REGARDING NONDISCRIMINATION POLICIES ARE HANDLED BY THE EXECUTIVE DIRECTOR OF HUMAN RESOURCES/AFFIRMATIVE ACTION OFFICER, 1290 NORTH AVENUE, CLEVELAND WI 53015, PHONE 920.693.1139 OR 888.468.6582, EXT. 1139.

LAKESHORE TECHNICAL COLLEGE PROVIDES REASONABLE ACCOMMODATIONS TO ASSIST PERSONS WITH DISABILITIES TO ACCESS OR PARTICIPATE IN ITS PROGRAMS OR ACTIVITIES. PERSONS REQUIRING ACCOMMODATION TO ACCESS THE COLLEGE’S PROGRAMS, SERVICES, AND/OR EMPLOYMENT SHOULD CALL LTC AT 920.693.1000 OR 888.GO TO LTC (888.468.6582), OR TTY 711.

WEBSITE: WWW.GOTOLTC.EDU | TELEPHONE: 1-888-GOTOLTC

Veterans, Women, Minorities, and Persons with Disabilities Are Encouraged To Apply