



## SAASS Learning Specialist Mentor Program

### Position:

Learning Specialist Assistant

### Contact:

Primary Supervisor: Kellyn O'Leary, Learning Specialist ([kaoleary@sdsu.edu](mailto:kaoleary@sdsu.edu))

Secondary: Kiana Adams ([kadams3@sdsu.edu](mailto:kadams3@sdsu.edu)) and Kelli Magargal ([kmagargal@sdsu.edu](mailto:kmagargal@sdsu.edu))

### Position Description:

The Learning Specialist Assistant will have the unique opportunity to work regularly with a diverse group of student-athletes who have learning differences or other individual academic needs. With the supervision of the learning specialists, this position assists student-athletes with their academic achievement and personal growth such as reading and writing skills, test preparation, time management, note-taking skills, and organization skills in order to become self-regulated learners.

This position exposes Learning Specialist Assistant to professional development and growth opportunities throughout the year. The goal for this position is to develop and/or increase proficiency in key skills necessary to obtain and excel in a full-time position related to student-athlete academic support services.

### Specific Duties and Responsibilities:

- Provide academic mentoring to assigned student-athletes
- Be directly supervised by, and collaborate with, professional learning specialists
- Complete weekly academic reports for assigned student-athletes
- Assist student-athletes utilize campus technologies such as Canvas, Arms and Navigate
- Conduct assessments to help determine student-athletes' academic needs
- Assist leading academic pods
- Attend weekly staff meetings and training sessions
- Monitor computer lab and SAASS study areas
- Additional tasks as assigned

### Additional Information:

- Salary: \$16.20 / hour
- Hours: Minimum of 10 hours per week (must be willing to work some nights)
- Anticipation Start Date: January 17, 2024
- Anticipation End Date: May 15, 2024

## **Qualifications:**

- *Required:*
  - Bachelor's Degree
  - Must be enrolled in a Masters program at San Diego State University in related academic field
  - Excellent written, verbal and communication skills
  - Proficiency in Microsoft Office
  - Ability to work in a high-pace and high-stress environment
  - Experience working with a diverse population
  - Ability to adhere to student-athlete confidentiality needs (FERPA, HIPAA, etc.)
- *Preferred:*
  - Bachelor's Degree in Education, Counseling, or Sports Management
  - Experience in NCAA athletics program
  - Interest to pursue a career in college athletics

## **How to Apply and Application Requirements:**

Please email Kellyn O'Leary ([kaoleary@sdsu.edu](mailto:kaoleary@sdsu.edu)) a resume, cover letter, 1-2 references, an unofficial Undergraduate Transcript, and proof of SDSU Graduate School enrollment. Submit application no later than **August 7th**. Candidate interviews and selection will take place during August, with final decisions coming by **August 14th**. Adjustments will be made if an applicant is interested in a semester only internship.

## **Other Information:**

### **SDSU Athletics Diversity and Inclusion Mission Statement**

SDSU Athletics is committed to diversity, inclusion, and gender equity while championing the value they bring to our success. We strive to become one of the most diverse and inclusive athletic departments in the country by celebrating each other and our diverse backgrounds. We seek to establish and maintain an inclusive culture that fosters equitable participation for student-athletes and career opportunities for staff.

In support of this mission, the SDSU Athletics Diversity and Inclusion Committee – composed of student-athletes, coaches, staff, and administrators – engages, develops, and supports sustainable strategic activities as we progress toward fostering an environment that appeals to individuals from varied backgrounds, abilities, and beliefs. We welcome diversity of thought because we know that it dynamically enriches our collective productivity and creativity.

Each person's perspective is unique, and when all of us come together in the genuine spirit of learning and growing, our distinct views produce a stronger SDSU Athletics Department.

Together, we are the Aztec Family.

### **Supplemental Information**

Compliance with all NCAA, conference, and San Diego State University rules, policies and procedures is of paramount importance to the university. All position responsibilities should be carried out in full compliance with all such rules and regulations.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

San Diego State University is not a sponsoring agency for staff or management positions (e.g., H-1B visa). Applicants must currently be authorized to work in the United States on a full-time basis. Offers of employment are contingent upon the presentation of documents that demonstrate a person's identity and authorization to work in the United States, which are consistent with the provisions of the [Immigration Reform and Control Act](#).

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SDSU is a smoke-free campus. For more information, please [click here](#).

SDSU is an equal opportunity employer and does not discriminate against persons on the basis of race, religion, national origin, sexual orientation, gender, gender identity and expression, marital status, age, disability, pregnancy, medical condition, or covered veteran status.