



Job Title: Learning Check Leader

Reports to: Coordinator/College Learning Center

Division/Department: College Learning Center

Position Summary:

A learning Check Leader's (LCL) primary responsibility is to provide group assistance to students who desire to improve their understanding, class standing, and academic study skills in a particular course.

Essential Responsibilities and Competencies:

- Conducts LC sessions
- Assesses students' academic needs
- Documents student progress and outcome of sessions
- Keeps accurate and up-to-date records of sessions
- Advises students on proper study skills and habits
- Attends scheduled meetings and workshops
- Maintains precise records of work hours
- May assist students who have academic accommodations
- Helps to promote learning resources throughout the college
- Refers special student problems or issues to the instructor and coordinators
- Maintains a professional, friendly attitude
- Performs other duties as needed

Knowledge, Skills, and Abilities:

- A 3.0 overall GPA is preferred however good academic standing is considered
- Has earned a B or better in the course
- Ability to maintain confidentiality while performing job responsibilities
- Excellent customer service and interpersonal communication skills
- Ability to work with a diverse population while exercising discretion and good judgment
- Comfortable speaking to large groups
- Provides recommendations from faculty, counselor, or other Westmoreland personnel
- Required PA child abuse History Clearance, Criminal Record Check Clearance, and FBI Federal Criminal History Record Clearance

Working Conditions:

- Normal classroom environment

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be constructed as an exhaustive list of all responsibilities, duties and skills required of individuals in this position.