



## NOTRE DAME COLLEGE JOB OPPORTUNITY

Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population in the liberal arts for personal, professional and global responsibility.

Title: **Science Specialist**  
**English / Liberal Arts Specialist**  
**Mathematic Specialist (Linear Algebra, Statistics)**

Department: **Thrive Learning Center Instructional Advisor / Tutor**  
Status: Part-time positions  
Classification: Staff  
Deadline to Apply: Until filled  
Start Date: Immediately

This position will include

### **RESPONSIBILITIES:**

The Thrive Learning Center (formerly known as the Academic Support Center) for Students with Learning Differences provides specialized services to students with documented learning differences accepted into the ASC program. The Instructional Advisor's main purpose is to tutor mostly in a one-on-one setting and help with instructional and other services in a manner consistent with the College mission and the mission of the Thrive Learning Center.

### **QUALIFICATIONS:**

**EDUCATION:** Bachelor's degree required: Master's degree a plus.

**EXPERIENCE:** A minimum of one-year experience in teaching, tutoring, coaching, advising or other related field; three or more years a plus.

Additional skills include:

- Proficiency in their designated subject specialty

- Superior communication and organization skills needed for instructing; working with peers, supervisors, professors; understanding and documenting student progress; relaying information in a professional manner.
- Some technical proficiency with Microsoft products and other systems as needed.
- Ability to learn and perform all essential job functions accurately and in a timely fashion with minimal or no direct supervision.
- Ability to learn relevant processes needed to provide accurate and timely information to the Director and Operations Manager of the Academic Support Center.
- Learner and Growth mindset