



**ASSISTED LEARNING LAB (ALL) LEADER  
WRITING AND ENGLISH  
PART-TIME  
(MINIMUM 4 HOURS PER WEEK PER SEMESTER)**

**JOB DESCRIPTION**

Villa Maria College is seeking Assisted Learning Lab (ALL) Leaders. Under the direction of the Academic Coach and Student Success Coordinator, and in collaboration with the specific course faculty, the Assisted Learning Lab Leader will attend each course section at least once a week (English or Math). They will also plan as well as conduct at least one ALL session per week. The ALL Leaders will be trained on ALL program execution prior to the beginning of the semester and will work closely with course faculty and an Academic Coach throughout the semester.

**ESSENTIAL RESPONSIBILITIES:**

- Attend all Assisted Learning Lab (ALL) meetings and trainings;
- Attend at least one class meeting of the selected course per week, take notes, and read assigned materials including textbook and supplemental readings;
- Plan and conduct at least one 50 minute study-sessions per week throughout the semester;
- Regularly meet with Academic Coach and Student Success Coordinator for debriefing sessions;
  - Discuss observations of ALL sessions,
  - Discuss planning of ALL sessions,
  - Notify Academic Coach of any problems or potential problems.
- Maintain contact with course instructor throughout the semester;
- Maintain accurate session attendance records to share with faculty;
- Promote Assisted Learning Lab sessions in and outside the classroom;
- Maintain privacy and a professional attitude about matters such as class standards, grades and student complaints;
- Support the philosophy and objectives of the College.

**ESSENTIAL QUALIFICATIONS:**

Minimum Qualifications:

- Completed or working on Bachelor's degree
- Cumulative GPA of 3.0 or above
- Content-competency in English or Math
- Good interpersonal and communication skills

Preferred Qualifications:

- Completed or working on a Master's Degree in relevant field (English, Math, Education, Science)
- Cumulative GPA of 3.0 or above

**SALARY:** Negotiable

**APPOINTMENT:** August 21, 2017.

**PLEASE COMPLETE THE ON-LINE APPLICATION PROCESS FOUND AT:**

[jobs.villa.edu](http://jobs.villa.edu)

When you have completed the on-line application process your information will be forwarded to the Search Committee for their review. The Search Committee will carefully review each resume and select the strongest candidates. Once the selection process is completed, qualified candidates will be contacted for an interview.

EOE

**Internal Posting Deadline:** Review will begin immediately and will continue until the position is filled.

**External Posting Deadline:** Review will begin immediately and will continue until the position is filled.