



## **ASSISTED LEARNING LAB LEADER ENGLISH COMPOSITION (ALL Leader) STUDENT SUCCESS CENTER**

**About Us:** Villa Maria College is a private, Catholic college providing students with the premier student-centered experience in Western New York. Students learn and grow with a culturally diverse population that lives its ideals of truth, charity, and unity.

**Mission Statement:** *“Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.”*

**Villa Maria College Core Values:** *“Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”*

### **POSITION SUMMARY:**

Under the direction of the Academic Coach and Student Success Coordinator, and in collaboration with the specific course faculty, the Assisted Learning Lab Leader (ALL Leader) will attend each course section at least once a week. 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 a least one class meetings 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 session that supports difficult class content 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;
- Other duties as assigned to meet the mission 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 Composition
- Good interpersonal and communication skills
- Must be available for work at least one day Mondays -Thursday between 8:30am and 4pm and Fridays between 8:30AM – 6PM. Classes are between 60 and 75 minutes. ALL Leaders will be given a regular schedule for the semester.

## **PREFERRED QUALIFICATIONS:**

- Completed or working on a Master's Degree in relevant field (English, Education)

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*

## **WORK ENVIRONMENT:**

Professional office/classroom environment requires employee to be flexible, consistently use manual dexterity in reaching, writing, navigating around the classroom, lab, or office. This work may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Evening and weekend hours may be needed, on occasion, to perform work associated with this position. Possible keyboarding movements will be necessary to perform computer work for this position.

**To be considered, please submit your resume and complete the online job application 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 review. The Search Committee will carefully review each resume and the strongest, most qualified candidates will be contacted for an interview.

*Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion or creed, color, sex, national or ethnic origin, marital status, physical or mental disability, or any other protected category by Federal/State guidelines in admissions, employment, or any other aspect regarding the conduct of College programs and activities.*