Career Opportunities
Student Affairs

Manager of The Learning Center

Posting Date
7/26/2022 12:00:00 AM

Position Information

Working Title: Manager of The Learning Center
UW System Title: Learning Center Specialist

Essential Job Functions

This position provides supplemental instruction for students enrolled in classroom, online, and/or laboratory course(s), and assists with the design and execution of administrative functions associated with academic instruction and the development of pedagogy/andragogy or assessment tools and resources to support quality student learning and promote high-impact practices.

This position works collaboratively with the faculty and staff across all of the academic programs, including writing, to provide tutoring services in support of student success, retention and academic achievement. In addition, the position works closely with Academic Advising, the Center for the Advancement of Teaching and Learning (CATL), the Library, and University Inclusivity and Student Affairs offices.

This position includes the following responsibilities:

- Works to develop and/or design curriculum and/or techniques for instruction in a disciplinary area and suggests new ways of effective instruction within that discipline.
- Assesses learner performance and may prepare reports recommending instructional improvements.
- Develops teaching techniques that enhance course effectiveness in alignment with desired outcomes and established strategy and may train other staff in use of said instructional techniques.
- Provides supplemental instruction for students enrolled in classroom, online, and/or laboratory courses in a variety of formats such as one-on-one sessions, group sessions, peer mentor sessions, and seminars.
- Meets with students for intake and general assessment and makes referrals to others on campus as appropriate.
- Supervise the day-to-day activities of work unit employees involved in instructional support.
- Assists in defining the objectives of the program and plays a major role in carrying out program duties.
- May participate in strategic planning and grant proposals for instructional development, new teaching methods, and program direction.
- Allocates and monitors department budget.

Qualifications

MINIMUM QUALIFICATIONS:
Bachelor’s Degree at time of application  
Three years of experience within Supplemental Instruction, learning assistance, or related field  
Commitment to student success  
Knowledge of best practices in peer-to-peer learning, and collaborative theories and learning models

**PREFERRED QUALIFICATIONS:**
- Master's Degree  
- Experience coordinating/leading a Supplemental Instruction model or learning center  
- Experience teaching and/or supporting students in multiple learning modalities  
- Experience working with underrepresented students, and students with accessibility needs  
- Ability to be sensitive to and understand the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the university community  
- Experience with tutor training programs, including coordination of training and certification  
- Experience with online tutoring providers (i.e. Net Tutor), and web-based learning resources  
- Experience supervising full or part-time employees  
- Experience planning, prioritizing, and goal setting  
- Experience with budget management

The successful candidate will be expected to work inclusively and respectfully within a diverse campus community and practice civility in the workplace. The University welcomes applicants who are dedicated to the appreciation and promotion of inclusivity and equity as crucial components in the pursuit of organizational excellence.

In addition, the successful candidate will have strong oral, written, interpersonal, and organizational skills, demonstrated integrity and strong leadership, and the willingness to work independently and as part of a collaborative team. The University invites applicants who are dedicated to enriching the quality of life for students and the community by embracing the educational value of diversity, promoting environmental sustainability, encouraging engaged citizenship, and serving as an intellectual, cultural, and economic resource.

**Conditions Of Appointment**

Flexible working hours may be necessary to meet the needs of students. Occasional evening and weekend work necessary. Some travel (such as to the university's additional locations or university system meetings) may be necessary.

Position is a full-time Academic Staff appointment. Official transcripts of the highest degree achieved will be required of finalist(s). A criminal conviction investigation will be conducted on the finalist(s). In compliance with the Wisconsin Fair Employment Act, the University does not discriminate on the basis of arrest or conviction record.

All final candidates must be asked, prior to hire, whether they have been found to have engaged in, are currently under investigation for, or left employment during an active investigation in which they were accused of sexual violence or sexual harassment. When obtaining employment reference checks, these same sexual violence or sexual harassment questions must also be asked.

The University of Wisconsin-Green Bay does not offer H-1B or other work authorization visa sponsorship for this position. Candidates must be legally authorized to work in the United States at the time of hire and maintain work authorization throughout the employment term. If you have questions regarding this, please contact Human Resources.

**Salary**

Salary range of $60,000-$65,000.
This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

**BENEFIT DETAILS**
The UW System provides an excellent benefits package to meet the diverse needs of its employees. This includes several health insurance options, with annual deductibles as low as $250/individual and $500/family. Our benefits package also includes dental, vision, several life insurance options, AD&D and Accident insurance and Flexible Spending and Health Savings Accounts. We participate in the Wisconsin Retirement System (WRS), where employer contributions begin immediately and employees are fully vested after 5 years of service. The UW System also provides supplemental retirement savings programs including a 403(b) and Deferred Compensation.

In addition, employees receive several types of paid leave benefits, which are prorated for employees working less than 100%. This includes 9 legal holidays, 36 hours of personal holiday and between 96-130 hours of sick leave annually. Employees earn 13-27 days of vacation each year, depending on years of service and employment type.

For more details, please review the benefit quick guide linked below.

- UW System Employee Benefits Brochure
  (https://www.wisconsin.edu/ohrwd/benefits/download/benefitsbrochure.pdf)
- Faculty, Academic Staff, and Limited Quick Guide
  (https://www.wisconsin.edu/ohrwd/benefits/download/quickguidefasl.pdf)
- Total Compensation Estimator (https://www.wisconsin.edu/ohrwd/benefits/totalcomp/)

**To Apply**

**STEP 1: Please select the applicable link below:**
External Applicants (https://www.careers.wisconsin.edu/): (NOT currently employed by the University of Wisconsin System)
Internal Applicants: (Currently employed by the University of Wisconsin System)

**STEP 2:** From "Search Jobs" screen,
- Click "View All Jobs"
- Select "Manager of The Learning Center"
  - You must login before you can apply. Input your "User Name" and "Password" and select "Sign In."
  - If you have not yet registered, click "Register Now" to begin the registration process.

**STEP 3: Submit application materials:**
Please be sure to complete all required fields, and include all required documents before submitting your application. Once submitted, you will not be able to edit or attach any application materials. Files must be complete to be considered. Please include the following documents:

- Cover letter that specifically addresses qualifications for the essential job functions
- Resume
- Names and contact information for three references

You must select "Submit" to forward your application materials to the search committee.

If you have any questions, need accommodations, or submitted your application with missing materials, call or email:

Kathy Gajeski
Phone: (920) 465-2383
Email: gajeskik@uwgb.edu (mailto:gajeskik@uwgb.edu)

**Application Deadline**
To ensure consideration, please submit application materials by **Sunday, August 21, 2022**.

Note: The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis.Stat. sec. 19.36(7) (http://docs.legis.wisconsin.gov/statutes/statutes/19/II/36).

For more information regarding the University of Wisconsin-Green Bay and the surrounding area, see our Campus and Community (/human-resources/employment/uwgb-campus-community-resources/) section. For Campus Safety information see our University Police website (/public-safety/) and our Annual Security Report (/public-safety/clery/annual-security-and-fire-safety-report/) (for a paper copy please contact the Office of Human Resources at (920) 465-2390). This report includes statistics about reported crimes, as well as information about crime prevention and campus security policies and procedures.

The University of Wisconsin-Green Bay is an Affirmative Action Equal Employment Opportunity employer committed to achieving a diverse workforce and to maintaining a community which welcomes and values a climate supporting equal opportunity and difference among its members. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender and/or gender identity or expression, marital or parental status, genetic information, national origin, ethnicity, citizenship status, veteran or military status (including disabled veteran, recently separated veteran, other protected veteran, or Armed Forces service medal veteran status), age, or disability.