



Learning Specialist

Job Code: 8172

Salary Grade: S08

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

This is a full-time professional position within the Prentice Gautt Academic Center, a comprehensive support services unit for intercollegiate student-athletes. This individual will serve as a point of contact with academic advisors and the Associate AD for Academic Services in coordinating and implementing academic support services for assigned student-athletes. This position requires consistent and open communication with staff and a thorough understanding of NCAA, Conference, and University guidelines and regulations.

- Coordinates and implements individualized academic support plans for a designated caseload of student-athletes.
- Communicates with student-athletes who qualify for services with the Accessibility and Disability Resource Center (ADRC) to arrange accommodations as appropriate.
- Communicates directly with Academic Center staff regarding student-athletes' academic progress.
- Prepares summary reports and updates for pertinent academic support staff, including academic advisors and the Senior Associate Athletics Director for Academic Services.
- Assists with maintaining and updating the Learning Specialist Operating Manual annually and as required by changes in policy and procedures.
- Demonstrates proficiency in the use of Teamworks, Banner, Canvas and other relevant web-based platforms.
- Maintains a thorough working knowledge of NCAA, Conference, and University rules, regulations, and policies; understand that rules compliance is a critical element of this position.
- Regularly communicates the progress, outcomes, and direction of work to the Director of Student-Athlete Enhancement; make recommendations concerning improvement of programs and services.
- Supports department and campus-wide student success efforts through participation in a variety of department activities and committee work.
- Handles other duties as assigned by the Assistant AD for Academic Services.

Minimum Qualifications

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Experience or a combination of education & related experience can be considered in lieu of degree. A one-to-one ratio is used to determine the number of years of experience required in place of a degree.

Experience:

Required: 12 months in student programming, student services, or closely related experience.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Ability to communicate verbally and in writing.
- Computer skills, including proficiency in navigating and maintaining databases
- Detail oriented for accuracy of data and information
- Highly organized and ability to handle multiple projects and deadlines
- Ability to communicate well and build rapport with students, faculty, and staff
- Ability to read and interpret policy as well as State and Federal regulations

Working Conditions

Physical:

Sit for long periods of time. Occasionally walk and stand. Ability to bend, lift, stoop and carry. Ability to engage in repetitive motions.



JOB DESCRIPTION

The UNIVERSITY of OKLAHOMA

Environmental:

Standard office environment. Frequent exposure to pressure caused by deadlines and busy periods. Ability to work effectively with a wide range of constituencies.

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