

Form 5.5.05A

POSITION DESCRIPTION

Position Title: Student Learning Specialist (SLS)

Position Number:
Section: Centre for Flexible Learning (CFL)

Department: CFL

Location: Solomon Islands Campus

Category: Professional

Level: 2

Current Incumbent:
Date of substantive appointment: 3 years

Reports to: Director, CFL

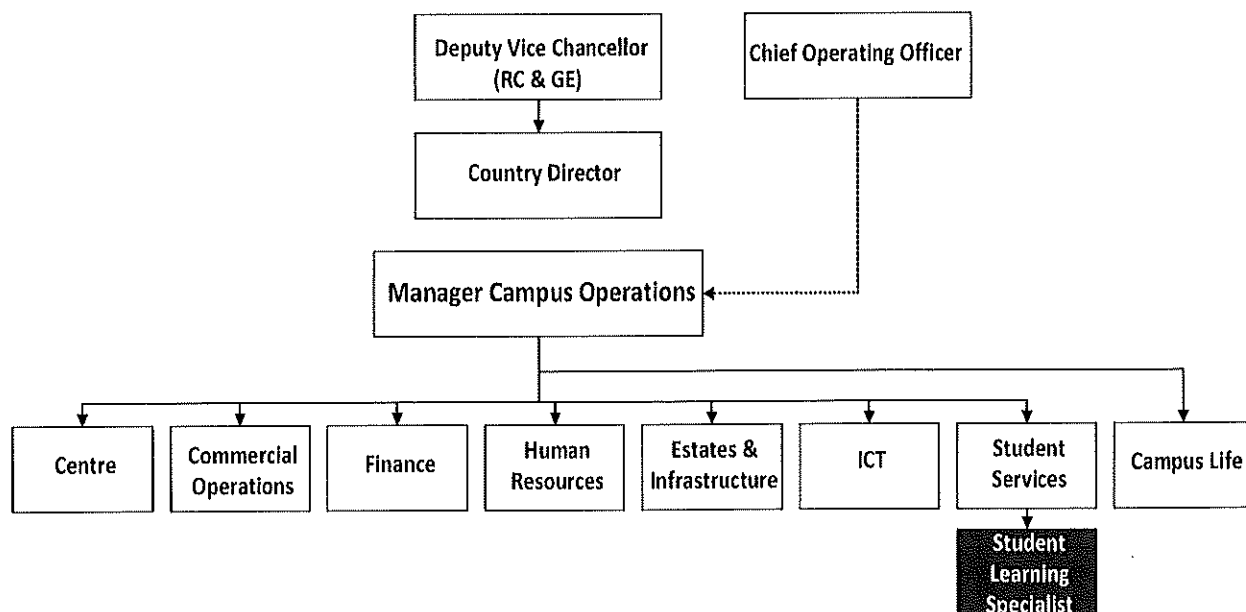
Supervised by: Manager Campus Operations

ORGANIZATION CONTEXT

The University of the South Pacific (USP) is a premier regional institution uniquely governed by twelve member countries and dedicated to providing high-quality education and enhancing regionally relevant research opportunities to its diverse student body across the Pacific Islands. USP aims to empower individuals and communities through education, fostering sustainable development and regional cooperation. USP's leadership in the Pacific, through academic knowledge, policy advice, and resource-sharing, continues to play a key role in advancing the region as a whole.

The USP Solomon Island Campus delivers the University's strategic objectives locally and supports Solomon Islands, as a USP Member Country, in the social, economic and cultural development of its students and communities. The Student Learning Specialist will be an integral player at the USP Solomon Island Campus in providing high-quality, student-centered services and support.

STRUCTURE



PURPOSE

The Student Learning Specialist (SLS) provides support services to ensure that all students are better equipped to cope at USP, complete their programmes of study and achieve academic excellence.

NATURE AND SCOPE

The Student Learning Specialist (SLS) coordinates and manages the SLS programme to enhance student success across all learning modes. The role provides academic support, facilitates peer learning initiatives, develops learning resources, delivers academic skills training, monitors student progress, promotes inclusive learning practices, and contributes to research and university development initiatives.

The Student Learning Specialist will:

- Prepare, implement, manage, facilitate and evaluate the academic and study skills activities and resources for SLS at the USP campuses and centres in the Solomon Islands.
- Ensure high quality and innovative learning support is delivered to students studying via Face-to-Face, Print, Blended and Online learners.
- Work collaboratively with academic and professional staff across the University to support student learning, enhance the student experience and improve student retention and success.

Key Responsibilities for the role include:

1. Programme Management & Coordination

- Managing the Student Learning Specialist (SLS) programme in the Solomon Islands.
- Recruit, train, monitor and evaluate Senior Peer Mentors/PASS Leaders through innovative approaches, digital learning tools and resources.
- Monitor students' progress and provide feedback and evaluation reports to the Manger Campus Operations and Director of Centre for Flexible Learning.
- Participate in staff development activities.
- Contributing to continuous improvement initiatives and customer service excellence.

2. Student Academic Support & Success

- Providing academic assistance and support for Face-to-Face (F), Print (P), Blended (B) and Online (O) learners.
- Conduct Face-to-Face consultations for students requiring academic assistance on a drop-in basis, including subject content, study skills, learning strategies, academic literacy, ICT and numeracy skills.
- Facilitate remedial support sessions for at-risk students.
- Facilitate collaborative peer learning opportunities both virtually and face-to-face for USP learners.

3. Learning Development & Workshop Facilitation

- Research, plan, design and deliver generic and specific macro-skill awareness through academic skills workshops.
- Research, review and produce current and relevant resources for students' academic support.
- Create an e-repository of learning resources for asynchronous learners.

4. Research, Evaluation & Reporting

- Evaluate and conduct action research on student progression and success in distance education.
- Participate in research and publication.
- Monitor, evaluate and report on student outcomes and programme effectiveness.

5. Inclusive Education & Student Engagement

- Collaborate with sections such as the Disability Resource Centre (DRC) to provide tailored support that promotes inclusivity and accessibility for learners with diverse cultural backgrounds, learning abilities and ICT skills.
- Support equitable access to learning opportunities across multiple study modes.

6. Digital Learning & Innovation

- Utilise innovative approaches, digital learning tools and resources to support peer learning.
- Create and maintain e-learning resources and repositories for online and asynchronous learners.
- Support learners across face-to-face, blended and online learning environments.

POSITION DIMENSIONS

Staff Responsible for:

Directly:

Indirectly:

Total Level of Costs:

Limits of Authority: Refer to Register of Delegations

Financial: N/A

Non-Financial: N/A

Key Relationships /Internal and External Contacts:

External: • Secondary Schools • Parents • Sponsors	Purpose of Contact • Promotions • Consultations
Internal: • Student Learning Specialists • First Year Experience Coordinators • Head of Schools & staff	Purpose of Contact: • Academic Study Skills Support • First Year student support • Reporting on support services • Teaching staff and course materials

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KEY RESULT AREAS / KEY ACHIEVEMENT AREAS

Key Result Areas <i>Job holder is responsible for</i>	Key Performance Indicators <i>Jobholder is successful when</i>
Peer Learning and Mentoring Programme Management Coordinate, evaluate and report on the Peer Assisted Study Sessions (PASS) Program and Senior Mentoring Program.	- PASS and Senior Mentoring programmes implemented according to annual work plans. - Number of PASS Leaders and Mentors recruited, trained, and retained. - Student participation and attendance rates in PASS and mentoring sessions. - Programme evaluation reports completed and submitted within agreed timelines. - Evidence of programme impact on student engagement, retention, progression, and success. - Stakeholder satisfaction ratings from students, mentors, and academic staff.
Student Performance Monitoring and Reporting Monitor students' progress and provide feedback and evaluation reports to Manager Campus Operations and Director CFL	- Percentage of identified students monitored throughout the semester. - Timeliness and accuracy of progress reports submitted. - Number of intervention recommendations provided to relevant stakeholders. - Student retention and progression trends tracked and reported. - Quality and usefulness of reports as assessed by Campus Directors and stakeholders. - Compliance with institutional reporting requirements.
Research and Scholarship Participate in research and publication on student support programmes.	- Number of research projects undertaken annually. - Contributions to conference papers, journal articles, reports, or publications. - Research findings incorporated into programme improvements. - Collaboration with internal and external researchers. - Successful dissemination of research outcomes to stakeholders. - Achievement of annual research targets.

Professional Engagement and Communities of Practice Participate in international communities of practice in areas related to innovative methods of supporting and monitoring student performance.	- Active membership in relevant professional networks and communities of practice. - Number of meetings, webinars, conferences, or forums attended annually. - Evidence of sharing best practices and innovative approaches within the institution. - Implementation of new strategies or interventions informed by professional engagement. - Presentations, contributions, or leadership roles within communities of practice. - Professional development goals achieved annually.
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Participate in and carry out any other aspects of the University work as required.

TERMS & CONDITIONS

Salary: L2: SBD\$242,624.18 - \$296,525.40

Length of contract: 3 years renewable

Benefits: Any other benefits as per USP policies and ordinances

POSITION SPECIFICATION

Qualifications and Experience (or equivalent level of learning)

<i>Essential</i>	<i>Desirable</i>
<i>Postgraduate qualifications or progress towards Postgraduate qualification in Literature/Applied Linguistics/Linguistics/Communication</i> - A degree and postgraduate qualifications from a relevant discipline; and - Four (4) years of relevant experience and management expertise;	- A Master's qualification in a relevant discipline or working towards one - A Postgraduate Certificate in Tertiary Teaching or equivalent or working towards one

Key Competencies

<i>Essential</i>	<i>Desirable</i>
• 1 year of full-time teaching experience or tutoring in a tertiary education setting • At least 2 years of experience in providing academic support to students • Experience in working with learners in the Pacific region • Experience in designing relevant learning materials • Experience in managing Senior Peer Mentoring programme. • Experience in carrying out multiple activities within tight deadlines. • A strong customer service orientation - for Drop-in and Schools collaboration. • Very good interpersonal skills • Computer literate	• Experience in working with students from diverse learning backgrounds and abilities; • Experience working in the Pacific Region; • Can work after normal working hours and during weekends; • Willingness to participate in the general activities of the University

Personal Qualities

The appointee should be a team player, change-oriented, has strong attention to detail, results focused, committed to the organization, and a person of integrity

APPROVAL

Supervisor Name:

Supervisor's Signature:

Date:

Staff Name:

Staff ID:

Staff Signature:

Date: