

## Title: Educational Specialist



Burrell College of Osteopathic Medicine  
Las Cruces, NM

*"Para la gente, y el futuro! For the people, and the future!"*

The Education Specialist will join a team of specialists that strive to enhance the affective/cognitive/social learning required by future physicians. The Education Specialist will provide instruction that will occur in student appointments, in seminars and workshops. Responsibilities and duties include assessing, evaluating, instituting strategies to improve student support services across the medical curriculum, managing didactic and practical tutoring, and to monitor the academic progress of medical students in collaboration with other Education Specialists and the Dean and Director of Student Affairs. The Education Specialist will work to support the office and maintain relationships and advise students within the policies and practices of the college. The Education Specialist will be a part of an inter-disciplinary team whose goal is to ensure the academic and professional success of students that matriculate into BCOM.

### **Essential Duties and Responsibilities:**

- Manage the academic intervention and advising for a caseload of professional students, including tracking academic progress; initiating student contact; interpreting assessment instruments; and advising students on how to enhance learning and performance.
- Identify learning needs related to attention management, different abilities, and communicating effectively to support and guide students to appropriate resources.
- Assist in the development and planning of Student Academic Support Services programs and resources to continue to enhance a proactive approach to academic success of our student population.
- Perform data entry and management of student data to support identification and advising of at-risk students.
- Develop, implement, and maintain electronic and online Student Academic Support Services needed to enhance student success.
- Ability to work independently, prioritize work, and adjust to changes in deadlines and schedules.
- Manage the BCOM Tutoring Program to increase student success in both the blocks and practical portions of coursework.
- Ability to maintain confidentiality and exercise discretion.
- Excellent organizational skills.
- Excellent interpersonal skills and written and oral communication skills.
- Ability to work effectively with students, faculty, and other administrative staff.
- Ability to manage multiple projects concurrently.
- Excellent customer service skills with the ability to provide high-quality customer service in all relationships with colleagues inside and outside of his/her department, students, guests, and leaders; view all interactions as a potential customer service opportunity.
- Other duties as assigned
- Reports to the Associate Dean for Student Affairs.

### **Minimum Qualifications and Experience:**

- Master's Degree in higher education, science education, educational psychology, social work, education, student affairs, special education, basic sciences or related field.
- Prior experience working with a diverse student population.
- Experience with theory and practice in learning and instruction.
- Knowledge of and understanding in student academic support services
- Professional accomplishments which meet the responsibilities outlined
- Experience providing professional development for faculty and/or students
- Experience in higher education and with adult learners preferred
- Demonstrated ability to work with diverse students, faculty and staff
- Demonstrated managerial and leadership skills
- Excellent communication and interpersonal skills with both large and small groups
- Minimum of five years of experience in a related work environment
- Preferred, experience in a medical school (not required)

This position is typically conducted in a classroom or office environment, Monday through Friday with the occasional weekend or evening requirement (some travel may be required). Extensive knowledge of integrating technology in a learning and work environment is required.

**Note:** Applicants must currently be authorized to lawfully work in the United States on a full-time basis.

Applications will be accepted until the position is filled, however, review of resumes is scheduled to begin immediately. Salary is commensurate with experience. EOE.

**Application materials should include:** cover letter, resume and names, addresses and phone number of three (3) professional references.

Applications will be accepted until the position is filled, and should be submitted by electronic submission (online application) to the BCOM Office of Human Resources, see link below or visit the Career Opportunities page on the BCOM website.

<https://bcommm.org/online-application/>

*BCOM is an equal opportunity employer  
and values diversity in our faculty and staff as an important aspect of the educational process.  
BCOM encourages individuals with varied backgrounds and experience to apply.*