

Absorb, Prepare & Realize: Learning Specialist

ABSORB: Learning the Biz

- Explore all positions within academic support services to find what is the best fit for you
- Work closely with the learning specialist at your institution (if they have one) or network with learning specialist at other schools. Ask many questions about the position
- Learn terminology related to disability support (i.e. ADA, IEP, etc.)
- Join professional associations such as N4A or AHEAD— Stay current on best practices, methods, current trends/issues related to the learning specialist role



PREPARE: Finding the Right Fit

- Determine your willingness to relocate
- Do your research on the positions before you apply
- Research the disability programs at the schools you plan to apply
- Tailor your resume to the position
- Keep in mind that you are interviewing your prospective employer as much as they are interviewing you

REALIZE: Your Own Style

- Take time to introduce yourself to everyone you will work with outside and within athletics
- Constantly remind yourself of your professional philosophy
- Communicate and Document: Meet regularly with coaches and other staff members. Create a system of documentation to help you remember conversations, dates, etc.
- Consult: If you are not sure on how to handle a situation ask before you proceed
- Set and express your professional goals
- Clearly express your boundaries as a learning specialist
- Take time to educate others on what your role is within your department

