

## PART-TIME ACADEMIC COACH

Thaddeus Stevens College of Technology announces an opening for a part-time Academic Coach. The essential role of this position is to offer and deliver academic support and success strategies to TSCT students for the advancement of a career degree or certification; to work collaboratively with the Director of the Academic Center and Counselor/Disability Coordinator to prioritize students' needs and to connect these students with college and community resources as needed; and to plan and assist in the delivery of accommodations for identified students.

- Student-related direct responsibilities:
  1. Foster a professional, supportive relationship with students to support academic achievement
  2. Provide one-on-one individual & small group academic tutoring (teaching) as needed
  3. Interact positively with faculty to understand courses and share ideas to best serve at-risk students
  4. Provide academic intervention, mentoring, and appropriate guidance for assigned at-risk students
  5. Assist students with organizational, time management and study strategies for success
  6. Visit various program shops on campus to meet students.
- Management and data responsibilities:
  1. Use Retention Module to identify students and to assign key support staff for intervention follow-up
  2. Secure and schedule test proctors for students with accommodations as needed
  3. Utilize Jenzabar to gather pertinent information related to student demographics and performance
  4. Work collaboratively w/ Retention team to meet student needs w/ thorough, frequent contact
  7. Facilitate Retention team meetings with current information at Counselor/Disabilities Coordinator's direction
  8. Prepare and present academic seminars as needed, including beyond the work day.
  9. Maintain contact with students on probation and those with grades below a C; assist them in creating plans for academic success, including emergency triage and teaching
  10. Test accommodations coordinator: set times/location for testing accommodations for individual students; secure test proctor or act as proctor when necessary; coordinate delivery and return of test with each professor and maintain testing room with necessary supplies for student use

Preferred requirements include a Master's Degree in Education or a related field and experience with students in an educational setting.

Preferred skills include strong positive communication skills; computer skills in Microsoft and LMS Systems.

The hours will be Thursday and Friday 8:30 a.m. to 4:30 p.m.

Application materials must include a cover letter, current resume and academic transcripts submitted to Susan Emswiler, HR Specialist, 750 East King Street, Lancaster, PA 17602. For best consideration, materials should be submitted by Monday, May 22, 2017.

Thaddeus Stevens College is an Affirmative Action and EEO Employer. Women and minorities are encouraged to apply.