

## Job Posting

Position: Academic Success Coach  
20 hours per week, 9 months  
Estimated starting pay \$15.25/hour

Reports to: Associate Director of the Center for Student Success

### Description of Mission Impact:

Houghton University provides an academically challenging, Christ-centered education in the liberal arts and sciences to students from diverse traditions and economic backgrounds. Houghton is focused on preparing and equipping students to serve God fully and faithfully in and labor as scholar-servants in a changing world. The Academic Support and Accessibility Services Office welcomes all Houghton students, including those who are academically at risk, those with learning and/or physical disabilities, and those seeking general academic advice or support. We strive to empower and equip them to be successful in their academic pursuits, which helps increase student retention and allows the university to maintain rigorous academic standards. This position helps to fulfill this mission by arranging accommodations for qualified students, communicating with students and professors, and carrying out office tasks.

### Essential Functions:

- Meeting with students for academic success and accountability
- Procuring and facilitating access to digital textbooks for qualified students, and maintaining records of permission, receipts, copyright agreements, and meetings
- Arranging testing accommodations for students with disabilities and English Language Learners
- Communicating with professors about students of concern
- Tracking and documenting the utilization of support services

### SUCCESS PROFILE:

Individuals ideally suited for this position will exhibit the following behaviors and competencies:

- Communication: Must be able to communicate effectively with faculty, staff, and students, both in writing and in person
- Organization and Attention to Detail: Must be well-organized, responsible, and consistent, especially in regard to record-keeping
- Approachability: Should convey a caring and respectful attitude toward others
- Confidentiality: Must be able to keep strict standards of confidentiality

### MINIMUM REQUIREMENTS:

- Bachelor's degree in related field
- Computer literacy, especially in Microsoft Office and Excel
- Personal Christian faith that is reflected in one's professional and personal life
- Physical capabilities of this position fall within the expected duties of an office environment, including ability to lift up to 30 pounds

**Houghton University is fully committed to a culturally diverse faculty, staff and student body.  
Successful candidates will evidence similar commitments.**

*Houghton University is a Christ-centered, liberal arts and sciences institution of The Wesleyan Church, an evangelical holiness denomination rooted in the teachings of John Wesley. All employees are expected to share a set of values, convictions, and commitments that guide our life together. The University expects that all faculty and*

*staff will respect the University's Vision of our Common Life, Doctrinal Statement, Wesleyan beliefs and core values, and adhere to its lifestyle expectations.*

### **Application Procedure:**

To apply please submit the following materials via email to: [jobs@houghton.edu](mailto:jobs@houghton.edu).

- (1) Cover Letter
- (2) Resume
- (3) 3 References
- (4) Answers to the following questions:

Please review the following documents:

<https://www.houghton.edu/a-vision-of-our-common-life/>

<https://www.houghton.edu/doctrinal-statement/>

<https://www.wesleyan.org/about/our-beliefs>

1. Please provide a brief description of your journey to personal faith in Jesus Christ and subsequent growth.
2. Please identify the church where you currently attend. In what ways are you currently participating in your local church or fellowship?
3. Are there any areas of Houghton's beliefs or practices that you find challenging or problematic? If yes, please explain.