



Academic Success Coach and Tutor Coordinator

40 hours per week, 9 months

Anticipated beginning pay rate \$16.25 per hour

Reports to: Associate Director of the Center for Student Success

Statement of Mission and 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 and equips them to lead 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 support. The office seeks to empower and equip students 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 arranging for group and individual tutoring help. In addition, the individual fulfilling this role will meet regularly with students to offer general academic support such as assistance with time management and strengthening study skills. This individual will also provide an important connection for students to other University resources where appropriate.

Essential Functions:

- Meets with students for academic success and accountability
- Procures and facilitates access to digital textbooks for qualified students, and maintains records of permissions, receipts, copyright agreements, and meetings
- Arranges testing accommodations for students with disabilities and English Language learners
- Communicates with professors about students of concern
- Tracks and documents the utilization of support services
- Hires tutors, meets with them for orientation, connects with students, monitors progress, maintains records
- Advises students who need academic support, some of them regularly, and maintains records of those meetings
- Arranges for the sharing of class notes for authorized students, sends the shared notes to the students, and keeps those records
- Notifies professors of student absences when contacted by the Health Center
- General record keeping

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 and Welcoming Attitude** – Should convey a caring and respectful attitude towards others. Must be able to convey a welcoming, encouraging, positive, and non-judgmental attitude.
- **Confidentiality** – Must be able to maintain strict standards of confidentiality

Minimum Qualifications:

- Possess a personal Christian faith that is reflected in one's professional and personal life with a sincere respect for and an agreement to live in harmony with the doctrines and positions of The Wesleyan Church, A Vision for our Common Life, and Behavioral Expectations of the University.

- Bachelors' degree is required. A Master's degree and experience in higher education preferred but not required.
- Computer literacy, especially in Microsoft Office and Excel and Institutionally based software programs.
- Physical abilities of this position fall within the expected duties of an office environment, including able to lift up to 30 pounds.

Houghton University is a Christ-centered, liberal art 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, 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.

- (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.