

ACADEMIC COACH
THE CENTER FOR ACADEMIC LITERACY
POSITION DESCRIPTION

GENERAL DESCRIPTION: The Academic Coach will provide substantive guidance on issues related to academic literacy (including such competencies as critical reading and thinking, analytical writing, research, study skills, and effective communication) in individual coaching sessions with students. This position reports to the Director of the Center for Academic Literacy (CAL).

ESSENTIAL FUNCTIONS:

1. Support, mentor, and resource masters-level and advanced degree students in various aspects of academic literacy.
2. Work with individual students in 30- or 60-minute sessions.
3. Provide students with substantive guidance on issues related to academic literacy, including such competencies as critical reading and thinking, analytical writing, research, study skills, and effective communication.
4. Refer students to appropriate additional academic literacy resources available at the Seminary.
5. Stay informed about best practices in resource services that improve academic literacy.
6. Monitor CAL's email account as needed and set up student appointments.
7. Help maintain, expand, and update CAL's online and print bank of informational handouts.
8. Provide staff support for CAL programming, including workshops and other special events.
9. Other duties as requested.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in related subject such as English, History, Religion, or Philosophy
- Background in theological education
- Familiarity with and demonstrated expertise in academic writing
- Previous experience working with diverse students in a higher educational setting
- Master's degree preferred in related subject such as English, TESOL, Applied Linguistics, Rhetoric and Composition or Religion

KNOWLEDGE/SKILLS/ABILITIES:

- Working knowledge of Turabian Form and Style
- Experience with all components of MS Office
- Strong interpersonal communication skills
- Accuracy and attention to detail
- High-level academic writing skills
- Strong customer service skills
- Demonstrated intercultural competence

CLASSIFICATION:

- Part-time (15 hours per week)
- Non-exempt
- On-site only
- Temporary position from October 15, 2025, through May 15, 2026

PHYSICAL DEMANDS: Although physical limitations for this position can be accommodated, the job's physical demands can include but are not limited to sitting, standing, stooping, crouching, bending, walking, and lifting light objects. Some night (between 4-10pm) and weekend work may be required; work is performed remotely through virtual means.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees for this job.

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