Harcum College in Bryn Mawr, PA, a leader among the nation’s independent, two year colleges, has an opening for a **Part-Time Academic Coach** (sixteen hours per week) for the Student Support Services (SSS) Program during the academic year. Under the direction of the SSS Programming Director, the Academic Coach will work directly with students to increase their academic success by providing skill-based services and academic coaching.

**Responsibilities**

- Enroll, assess, and plan each student’s Individual Academic Plan – assessing non-cognitive skills and barriers that might negatively impacts a student’s academic success.
- Coach and recruit new and continuing students. Schedule bi-weekly meetings. Manage a caseload of between 25-35 students.
- Monitor and document each student session. Follow each student’s academic progress throughout the academic year. Responsible for tracking attendance and providing intrusive outreach to increase participation.
- Refer students to various departments/services: career and transfer, tutoring, and counseling.
- Schedule and facilitate student focused workshops/sessions: educational, cultural, and academic.
- Maintain cooperative relationships with students, faculty and staff. Work collaboratively with the Educational Success Center and be a representative for Student Support Services and the Student Success Center.
- Attend program meetings and provide assistance and advice to increase student participation to SSS programs.
- Comfortable with outreach and public speaking in the classroom, in corridors, and at programs and events.
- Regularly meets with the Programming Director.

**Qualifications**

- **Education:** Master’s degree preferred.
- **Experience:** Experience in higher-education, counseling, coaching, or with Federal/State funded programs similar to TRiO, excellent written and verbal communication and computer skills.
- **Physical:** The position requires the ability to bend, lift, climb, stairs, and carry up to 30 pounds.
- **Schedule:** This is a part-time position sixteen hours per week. This is per semester contract. This position will be based on the Bryn Mawr campus within the traditional work hours. There is a possibility to work during summer sessions.

Student Support Services is a federally-funded TRiO program to support students by overcoming educational, cultural, social, and economic barriers to higher education. SSS provides services to students such as but not limited to: tutoring, academic coaching, educational/cultural programming, and
financial literacy training. SSS provides individual services to students who are first-generation, income eligible, or have a disability.

ABOUT HARCUM COLLEGE

Harcum College is an independent, coeducational, fully accredited, residential college. The College offers associate degrees in allied health, business and social science, as well as certificates and a variety of continuing studies programs.

Founded in 1915 by Edith Hatcher Harcum and Octavius Harcum, it was the first college in Pennsylvania chartered by the state to offer the associate degree. Today Harcum has degree programs on its Bryn Mawr Campus, located about 20 minutes west of Philadelphia, programs online and at Partnership Sites throughout the region, serving approximately 1,500 students.

Harcum provides quality instruction from faculty, close student-faculty collaboration, small class sizes, and individualized support services.

Please send cover letter and resume including work history to:

Koyuki Yip
Assistant VP of Academic Support Services
Director of Student Support Services
kyip@harcum.edu