

# Academic Coach/Writing Tutor



**Department:** Student Success Center

**Type:** Staff, Part-Time

**10 hours per week/each semester**

The Stephens College Margaret Campbell Student Success Center announces one part-time position (ten hours weekly) for a professional tutor/academic success coach beginning Fall Semester 2021. The MCSSC seeks a professional who can be a collaborative member of the MCSSC team and provide academic coaching and writing tutoring to residential undergraduate students. The Success Center values equity, inclusion, and belonging.

## **Essential Duties and Responsibilities:**

- Reach out to current students who may benefit from academic support with compassion, kindness, and cultural humility.
- Work with students in multiple ways to help prevent, prepare for, and respond to common obstacles encountered in higher education.
- Guide students to maximize their learning experiences and connect students to other campus supports.
- Help students recognize challenges to their persistence in college and empower them to resolve these challenges.
- Assist students with reading and academic skills/learning strategies for general education courses or in specific majors.
- Assist students with writing assignments (including research and citation).
- Proctor exams for students with accessibility accommodations as needed.
- Possibly present one academic skills workshop to students during each semester.
- Maintain confidentiality.

## **Qualifications:**

- Bachelor's Degree required.
- Master's degree preferred but not required.
- Teaching experience with diverse populations preferred.
- Excellent written, listening, oral, and interpersonal communication skills that promote effective working relationships with diverse student populations.
- Graduate students with a high level of academic achievement/experience encouraged to apply.

## **To Apply:**

Submit an online [Stephens College application](#) with cover letter, resume and references. Review of applications will begin immediately and will continue until the position is filled or the search is closed.

The successful candidate must pass a criminal background check.

*Stephens College is an Affirmative Action /Equal Opportunity Employer. A diverse community on campus is valued, so women, minorities, veterans, and individuals with disabilities are encouraged to apply.*

## **About Stephens College:**

Established in 1833, Stephens College is a comprehensive Master's institution with a robust undergraduate women's college preparing students for successful careers in business, communication, fashion design, education, creative writing, filmmaking and the health sciences (including a new nursing degree program jointly owned and operated by a local private healthcare system); a new co-ed Conservatory for the Performing Arts launching in August 2022; and thriving co-ed graduate programs in the health sciences (Physician Assistant, Counseling, Health Information Management), and the performing arts (MFA in Script and Television Writing located at the Jim Henson Studios in Los Angeles).

Located in the heart of Columbia, Missouri – ranked as one of the top university towns in the nation and home to the University of Missouri – Stephens offers students all the social experiences and benefits of an SEC university town, in combination with all the personal and academic benefits of a small, individualized, student-focused private college on 50 historically beautiful and wooded acres in the center of the city. Rated in 2021 among the top colleges in the country by the Princeton Review, Stephens was ranked by U.S. News & World Report as #36 among all Midwestern regional universities and #3 in “social mobility” for its success in accepting, supporting, and graduating first-gen and disadvantaged students.

Stephens says yes first. As a result, it is the pet-friendliest campus in the nation; home to the first all-women's competitive esports team; and the only college that requires every student to complete a non-credit Career and Professional Development curriculum of more than 20 learning experiences and assignments as a graduation requirement. Stephens operates its own pre-K/elementary lab school; its own professional summer theatre in Okoboji, Iowa; its own student-designed and operated campus store selling student-designed fashions and accessories; its own equestrian stables offering academic and recreational riding; and its own hybrid online graduate degree in script and television writing that meets for 10 days every semester at the Jim Henson Studios in Los Angeles.