

# HILBERTCOLLEGE

## OPEN POSITION ANNOUNCEMENT

October 22, 2020

**JOB TITLE:** Academic Coach (part-time)

**REPORTS TO:** Director of Academic and Accessibility Services

**DEPARTMENT:** Academic Services

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**Job Summary:** The Academic Coach will focus on working with Hilbert students to provide support and resources to enhance their academic success. The coach will inform and educate students on Hilbert technologies such as the learning management system, self-service, Office 365 and Read & Write, as well as non-Hilbert technologies and applications that may be used for academic skills. A resources and workshop page will be maintained and updated within Blackboard with all pertinent information, programs and services to inform all community members. Responsibilities include working with students individually and in groups, synchronously and asynchronously, to improve their academic skills in the following areas: note taking, study skills, test taking strategies, organization, time management, technology and computer skills and Hilbert specific electronic resources. The Academic Coach will create and implement academic workshops and passport activities as needed. Coordinate content tutoring and update information within Academic Services LMS and website. Maintain data and provide reports as needed. Work with faculty as needed.

**Requirements/Qualifications:** Knowledge of learning management systems, Microsoft Office programs and communication technologies. Excellent oral and written communication skills. Strong organizational and interpersonal skills. Interest and willingness to learn new technologies and applications. Bachelor's degree and prior tutoring experience in multiple areas.

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Interested candidates should submit a cover letter, resume and contact information for three professional references to:

Maura A. Flynn  
Director of Human Resources  
[jobs@hilbert.edu](mailto:jobs@hilbert.edu)

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