



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. Adhere to seminary standards of professionalism, confidentiality, and integrity.
10. 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

Application Process: To apply, submit a cover letter, resume, and three professional references with the position title in the email SUBJECT line to hrjobs@ctsnet.edu.

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.

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work employees perform 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.

Columbia Theological Seminary is an educational institution of the Presbyterian Church (USA), and a community of theological inquiry and formation committed to equity, diversity, and inclusion in the service of the Church of Jesus Christ. Established in the Reformed tradition, we embody an ecumenical spirit and welcome people of all denominational backgrounds.

Consistent with the Seminary's [Core Values](#) and as a seminary affiliated with the Presbyterian Church (USA), Columbia Theological Seminary ("Seminary" or "CTS") affirms its commitment to promoting the goals of fairness and equity in all aspects of its theological and educational enterprise. Through federal, state, and local law and Seminary policy, the Seminary prohibits harassment of or discrimination against any person based upon sex, pregnancy, sexual orientation, gender identity, race, religion, nationality, socio-economic status, personal appearance, color, political affiliation, religion, creed, ethnicity, national origin, citizenship status, physical or mental ability, age, marital status, family responsibilities, veteran or military status, predisposing genetic characteristics, domestic violence victim status or any other protected category.