Job Title: Coordinator of the Center for Academic Services

Department: Hellenic College

Hellenic College Holy Cross is seeking to appoint an experienced writing instructor as Coordinator of its Center for Academic Services.

Responsibilities:

The successful candidate will be responsible for the following areas:

**Writing Center**
- Tutoring students
- Hiring graduate students as writing tutors
- Training graduate student writing tutors and conducting weekly meetings
- Evaluating graduate student tutors’ performance
- Scheduling tutoring sessions
- Approving student timesheets
- Establishing key performance indicators and collecting data to evaluate the effectiveness of the Writing Center.
- Scheduling workshops
- Introducing the Writing Center at fall and spring orientations.
- Making recommendations for the improvement of the Writing Center
- Coordinating efforts with the head of the BEACON program for mainstreaming of those freshmen whose writing skills need strengthening.

**Subject Tutoring**
- Selecting student tutors for subject tutoring; normally, tutors should be selected from among the graduate student population
- Training and evaluating performance of subject tutors
- Approving student timesheets
- Establishing key performance indicators and collecting data for the effectiveness of the tutoring services.
- Assisting students in accessing library databases by providing computer lab logins
- Coordinating with the library staff regarding library databases for student use

**Learning Disability Services**
- Complying with Assoc. of Higher Ed and Disabilities requirements
- Drafting appropriate student learning agreements and informing professors
- Working with Registrar to maintain correct records of accommodations
Conferring with Housing Office to support student needs
Conferring with Office of Equity and Compliance regarding student needs

Hours: Part-time. The candidate must be willing to work on campus at Hellenic College up to 25 hours per week September through May; summer hours flexible.

Qualifications:
- M.A. in English or related field
- Experience teaching writing or tutoring writing at the high school or college level
- Ability to organize and complete all of the assigned duties in a timely, creative, and professional manner
- Advanced knowledge of written Modern Greek is a plus, but not required

Skills Required:
- Strong interpersonal communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Knowledge of English grammar and writing
- Ability to teach writing and studying skills
- Ability to lead and train staff and/or students
- Ability to plan and lead workshops
- Skill in the use of personal computers and related software applications

HCHC offers competitive compensation, flexibility and a family friendly environment.

Only local candidates will be considered.

Interested candidates should apply to resumes@hchc.edu

Hellenic College Holy Cross is a Christian Orthodox four-year liberal arts college, seminary and graduate school of theology rooted in the Greek Orthodox tradition. For more information about the School visit https://www.hchc.edu/

Hellenic College is an equal opportunity employer
A diverse workforce and an inclusive culture is valued