

**Moore College of Art and Design**  
**Job Posting**

**Status:** Exempt  
**Position:** Coordinator of Academic Support Services  
**Reports to:** Associate Dean of Academic Services, Director of Institutional Research

**About Moore:** Moore College of Art & Design is a historically all-women's undergraduate college that has evolved to admit nonbinary and trans undergraduates, as well as co-educational continuing education and graduate students. Founded during the original industrial revolution to advance women in new fields, under principles of inclusivity and opportunity, our mission is more relevant than ever, as technology, sustainability, and diverse cultures drive and influence new and existing industries. We strive to create a community of employees and faculty that mirrors our student body and offers a range of academic perspectives in their fields. We welcome candidates who value diversity and support the inclusive culture we seek to nurture at Moore. The world needs Moore. For more information, visit [moore.edu](http://moore.edu) and follow us on social media @moorecollegeart.

**Benefits:** Moore College of Art & Design offers a time off package consisting of 41 days paid throughout the year for holidays, winter break, vacation and personal days. In addition, we provide 2 weeks of sick time and offer a great benefit package including health, dental, and a 403b plan with an immediate match and 100% vesting.

**Purpose:** Provide academic support and assistance for all BFA, Post Baccalaureate and Graduate students. Be a resource for faculty as they work with students with disabilities and all students in regards to academic and classroom needs. Oversee Peer Tutoring program. Coordinate reasonable accommodations, programs and services for students with learning differences.

**Requirements:**

- Master's degree preferred. Degree in Humanities, English or Literature at the undergraduate or graduate level preferred.
- Experience working within a higher education setting with students with documented learning differences.
- Experience working with college and high school level students in academic and non-academic contexts. One-on-one tutoring experience preferred.
- Working knowledge of applicable laws, regulations, and guidelines pertaining to accommodating students with verified disabilities.
- Working knowledge of accommodations and support services typically provided to students with disabilities in higher education.
- Strong interpersonal skills, particularly the ability to work with students regarding sensitive areas of learning.
- The ability to effectively collaborate and work with faculty and other staff members from a variety of offices.
- Strong computer skills. Ability to use Microsoft Office Suite.
- Ability to think creatively and solve problems independently and within a team.
- Must be a self-starter and have strong leadership skills.
- Strong communication skills, both oral and written.
- Strong visual and verbal presentation skills.

**Responsibilities:**

*Disabilities*

1. Work with the Associate Dean and Dean of Students as a member of Moore's Disabilities Committee to track and monitor the progress of each student with documented learning differences, and set new policies and best practices to ensure compliance with ADA law.
2. Respond to the inquiries of prospective students, current students and parents regarding the accommodations process.
3. Receive and evaluate student requests for accommodations.
4. Set-up and coordinate reasonable accommodations for students who have requested accommodations, and collaborate with faculty and staff to implement these accommodations each semester. This may include organizing interpreters, note-takers and assistive technology devices, and providing support for faculty planned field trips.
5. Meet regularly with and provide writing and tutoring support for students who have documented learning differences.
6. Coordinate and provide in-service training for the college community to promote awareness of students with learning differences.

#### *The Margaret Minik Writer's Studio*

7. Oversee writing assistance to all BFA, Post Baccalaureate and graduate students. Writing support includes aid with organization/structure (essays and research papers), grammar, content, development and citation.
8. Provide support for graduate students writing their theses in all programs during the spring and summer terms.
9. Hire, train and supervise students for the Student Peer Tutoring Program and Writing Assistants for the Writer's Studio.
10. Manage the day-to-day operation of the Writer's Studio, including scheduling, payroll, WC Online (online scheduling system), and any issues and concerns related to writing tutoring.
11. Train new writing assistants each fall, and hire new writing assistants in the spring as needed with collaboration with the Director of the Writing Program.
12. In collaboration with Director of Writing Program, Liberal Arts faculty, faculty Chairs/Graduate Program Directors and Academic Dean identify and implement writing-based goals and strategic initiatives developed to strengthen writing across all levels of the degree programs.
13. In collaboration with the Director of the Writing Program, collect data, generate reports and conduct assessment of writing support activities and services.

#### *Peer Tutoring Program*

14. Provide academic tutoring assistance to all BFA, Post Baccalaureate and Graduate students. Tutoring support includes reading comprehension, time management and note-taking skills development.
15. Hire, train and supervise students for the Student Peer Tutoring Program.
16. Manage the day-to-day operation of the Peer Tutoring, including scheduling, payroll, and any issues and concerns related to tutoring.
17. In collaboration with faculty, faculty Chairs/Graduate Program Directors and Academic Dean identify and implement tutoring goals and strategic initiatives developed to strengthen academic goals across all levels of the degree programs.
18. Proactively support faculty by serving as a consultant to faculty regarding instruction and best practices in assessing and in developing assignments.
19. Track progress each semester of all students who received tutoring services and conduct an academic intervention if needed.

#### *General Educational Support*

20. Assist in the coordination of the Summer Bridge program offered for at-risk incoming students.
21. Coordinate Notices of Academic Concern (NACs) and NAC meetings for all students.
22. Facilitate weekly NAC's meetings.
23. Conduct academic support through workshops focusing on key issues.
24. Lead structured study groups.
25. Participate in College committees and/or attend department or faculty planning meetings as requested by Chairs/Graduate Program Managers.
26. Any other responsibilities as determined by the Associate Dean.

#### **Physical Working Conditions:**

No unusual physical demands are associated with this position. The above statements are intended to describe the general nature and level of work being performed. These are not to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel as so classified.

#### **To Apply:**

Interested candidates send your resume and cover letter with salary requirements to: Moore College of Art and Design; email: [HR@Moore.edu](mailto:HR@Moore.edu).

The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices. Retaliation is also prohibited. *To read our full compliance statement please visit:* <https://moore.edu/non-discrimination-policy/>