Job Posting - Harvard Summer School Academic & Personal Development Coach

The Academic Tutor Program (ATP) provides free academic support services to Harvard Summer School (HSS) students. Academic and Personal Development (APD) Coaches assist the ATP by supporting the learning experience of HSS high school students: they lead academic skills workshops on a weekly basis, meet with students in one-on-one coaching sessions, and keep an up-to-date roster of all assigned students. Coaches report to the Assistant Director of Student Services and work in collaboration with the Secondary School Program.

Coaches provide a wide range of support, including but not limited to:

- Working with struggling students on academic and organizational skills
- Providing emotional support for personal issues (e.g. anxiety, homesickness, relationship difficulty) that may arise during the summer
- Addressing insecurity, unfamiliarity, and other challenges to adjusting to a diverse university campus
- Ensuring that students on financial aid are aware of the additional resources available to help them succeed in their academics
- Reflecting with students on their learning process and helping them define academic achievement in a new setting
- Directing students to other academic support resources on campus, as appropriate

Requirements

- Must be a current or recent graduate student at Harvard with directly relevant education and experience
- Graduate students affiliated with Harvard Divinity School and/or Harvard Graduate School of Education are preferred
- Demonstrated interest in working with secondary school students and an understanding of the unique developmental needs of this age group
- Ability to handle sensitive student information with discretion
- Background in counseling, social work, or student support preferred
- Finalists receive a conditional offer of employment pending the outcome of criminal (CORI) and sex offender (SORI) background checks

Harvard Summer School is in session from Saturday, June 22, 2019 - Saturday, August 10, 2019. Coaches must participate in orientation (tentative dates: June 17-21, 2019). This is a 40 hour/week position. Coaches receive $4,000 for the duration of the summer term. Four positions are available.

Application: The application will be made available online at the Harvard Summer School Opportunities page (https://opportunities.summer.harvard.edu/) on February 19, 2019. Please be ready to provide a resume and cover letter.