The Academic Tutor Program (ATP) provides free academic support services to Harvard Summer School (HSS) students. Academic and Personal Development (APD) Coaches support the learning experience of HSS students through both individual and group interactions: Coaches meet one-on-one with students enrolled in the 7-week session, and they lead weekly academic skills workshops for groups of high school students. Coaches report to the Assistant Director of Student Services.

Responsibilities
- Conceive, plan, and lead workshops focused on academic and personal skill development to support the learning experience of HSS students
- Meet with students in one-on-one coaching sessions
- Keep an up-to-date roster of all assigned students

Coaches provide a wide range of support, including but not limited to:
- Helping students develop study skills, time management and organization skills, and other executive function and self-regulation skills that are crucial for learning in a fast-paced academic environment
- Reflecting with students on their learning process and their academic and professional goals
- Conceiving, planning, and leading weekly academic skills workshops for high school students
- Providing support to students dealing with personal concerns (e.g. stress, homesickness, relationship difficulty) that may detract from their academic experiences
- Providing support to students facing insecurity, unfamiliarity, and other challenges associated with adjusting to a diverse university campus
- Connecting students to other resources on campus, as appropriate

Qualifications
- 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
- Excellent verbal communication skills
- Strong time management and organization skills
- Ability to work well with a diverse student body and staff
- Ability to handle sensitive student information with discretion
- Demonstrated interest and/or experience with the following groups: secondary school students, adult learners, international students
- Background in student support, advising, counseling, or social work is 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 20, 2020 - Saturday, August 8, 2020. Coaches must participate in orientation (tentative dates: June 15-19, 2020). This is a full-time (~40 hour/week) position. Coaches receive $4,000 for the duration of the summer term. Four positions are available.

**Application:** Applications are submitted online at the Harvard Summer School Opportunities (https://opportunities.summer.harvard.edu/). Please be ready to provide a resume and cover letter.