

Director, Office of Academic Resources

Haverford College seeks to hire the inaugural Director for its new Office of Academic Resources (OAR). The OAR will not only unify existing academic support services, currently spread throughout campus, but also enhance support services to include counseling/coaching in time management and reading-load management, note-taking, study and examination strategies, identification and adaptation to individual learning styles.

The Office will oversee and institute a training program for peer tutors, help coordinate the application processes for external fellowships, offer pedagogy seminars and programming for the faculty (with a particular emphasis on issues related to learning disabilities and cross-cultural teaching and mentoring), and provide logistical support for co-curricular initiatives like the Mellon-Mays Undergraduate Fellowship Program and Haverford's MAST (Mentoring and Student Teaching) Program, which serves students in under-resourced schools in the Philadelphia region. The OAR will work in close conjunction with a part-time psychologist specializing in learning disabilities and with the Director of the College Writing Center to identify collaborative initiatives and to foster synergies between the OAR and the Writing Center.

Requirements:

Master's degree required; doctorate in education or arts & sciences preferred; significant experience in academic advising, support services, and program development; interpersonal skills necessary to build strong rapport with students of all socioeconomic and cultural backgrounds, as well as with faculty working within diverse scholarly disciplines; creativity and drive to transform aspirations into concrete services and programs consonant with the best practices within higher education and the particular needs of the Haverford academic community.

Duties:

Reporting to the Dean's Office, the Director will oversee the general operation of the OAR and its close collaborative relationship with the administration of the Writing Center; seek input from and cultivate collaborative relationships with the faculty and Haverford's Natural Science, Humanities, and Peace and Global Citizenship Centers, as well as the Haverford-Bryn Mawr Education Program; conduct regular assessment and outreach to the student body to ensure that services suit the needs of the community; conduct ongoing research on best practices in the field of academic support services; teach non-credit academic skills seminars offered by the Office; offer one-on-one academic skills assessments and counseling, as needed; supervise Office staff, eventually to consist of an Assistant Director, an Administrative Assistant, up to two part-time professional academic skills development specialists, student workers, and a postgraduate fellow.

Send letter of application, c.v., and a list of three references by email to: Roxanne Clark (rclark@haverford.edu). No telephone inquiries, please. Applications received after February 1 may not receive full consideration.