

Job Description: Academic Support Coordinator (Part-Time: 18-24 hours per week)

Location: Temple University Rome Campus

Schedule: Part-time | 18-24 hours per week

Overview

The Academic Support Coordinator is a key member of the academic support services unit at Temple University Rome (TUR), dedicated to promoting student success through targeted programming and individualized interventions. This role places a primary emphasis on **writing support across the curriculum**, including the development of students' academic writing, critical thinking, and communication skills in a multilingual and interdisciplinary environment.

The coordinator provides one-on-one and small-group writing consultations, designs and delivers writing-focused workshops, and supports students at all stages of the writing process—from idea development and organization to revision and argumentation. In addition, the coordinator collaborates with faculty to reinforce writing expectations within courses and helps students navigate discipline-specific writing conventions.

Beyond writing support, the coordinator offers academic coaching and broader learning support, while coordinating with content-specific tutors, faculty, and the TUR academic support team to ensure a cohesive and responsive support structure. The coordinator will report to the Assistant Director of Academic Support & Student Success, and will work collaboratively with academic advising, Student Life, and mental health support services at TUR.

Key Responsibilities

1. Academic Support Services

- Offer one-on-one academic support meetings for TUR students, particularly for writing support but also other academic skills as needed.
- Work with the Assistant Director of Academic Support to develop and host skills-based writing workshops (as well as workshops related to other academic skill development) to reach a broader portion of the student body.
- Develop supplemental digital learning resources, including academic guides and learning modules tailored to the Rome study abroad experience.
- Expand structured peer-learning programs, such as managed study groups and conversation practice sessions (in anticipation of mid-terms and finals).
- Engage in earlier proactive outreach, offering through-the-semester check-ins and targeted follow-ups.

2. Faculty & Institutional Support

- Collaboration on academic recovery plans for students facing academic challenges.
- Collaborate to propose, design and host faculty mini-workshops or consultations on improving the effectiveness of class time and structure of assignments ensuring inclusive teaching practices.

3. Student Documentation, Compliance & Follow-Through

- Maintain records of student support plans, accommodation documentation, and intervention records.
- Structured communication workflows with at-risk students, including scheduled check-ins and maintenance of detailed follow-up notes.

4. Orientation & Intercultural Academic Adjustment

- Work with the Assistant Director to develop comprehensive academic orientation sessions, helping students understand academic norms, expectations, and resources.
- Assist with academic components of student orientation, including expectations for coursework in Rome, how to navigate academic norms, and how to access academic support services.

5. Ongoing Improvement

- Work with the academic support services unit to identify areas for improvement and propose solutions and best practices to enhance student success.
- Other duties as assigned.

Qualifications

Required:

- Legally eligible to work in the EU
- Bachelor's degree from an accredited institution
- Strong organizational, multitasking, and problem-solving abilities.
- Strong communication and interpersonal skills are important.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- A student-centered, service-oriented mindset and adaptability in a fast-paced, multicultural environment.

Preferred:

- Master's degree in Higher Education, Counseling, Student Affairs, or a related field
- Experience in higher education, student services, or international programs.

Schedule & Compensation:

This is a part-time (18 –24 hours/week) position offered as a one-year term contract with the possibility of renewal. Compensation to be determined based on experience and qualifications. Start date is anticipated for 11th January 2027.

Application Process:

Interested candidates should send an application package (Consisting of a resume in English, a cover letter explaining alignment of experiences and skills with the position, and list at least two references) to rachael.dunn@temple.edu by November 13th, 2026.

Working Conditions and Environment:

Temple University Rome is supported by a small, collaborative team dedicated to advancing campus initiatives and enhancing student experience. Please note that availability during evenings, weekends, and holidays may occasionally be required based on program needs.

Equal Opportunity Employer:

Temple University Rome is committed to diversity and inclusion, and all applicants are considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability.