

Position Announcement: **Assistant Director of Academic Support/Student Success (Part-Time)**

Overview:

The **Assistant Director of Academic Support** oversees academic support services at TUR, ensuring student success through targeted programming and interventions. This role focuses on students needing academic coaching, assuring accommodations, and offering other learning supports, while coordinating with content-specific tutors (e.g., Italian, Math/Science, Writing).

Reporting to the Academic Dean, the Assistant Director works closely with the Student Life Team on accommodations and outreach and consults with the school psychologist and nursing team regarding evaluations and services.

Responsibilities:

Academic Support Services:

- Develop, implement, and oversee programs that provide direct academic support to students; while focused primarily on students experiencing academic challenges, programming should also support students seeking continuous improvement.
- Coordinate tutoring services in **Italian (ITAL), Mathematics (MATH), and English (ENGLISH)**.
- Develop and implement academic interventions based on student needs, collaborating with faculty and staff to ensure best practices in learning support.
- Provide **one-on-one and small group academic support**, as needed, for students requiring additional guidance.

Faculty & Institutional Support:

- Support faculty in identifying and addressing academic challenges with particular students and working on academic recovery plans.
- Assist in orienting new faculty regarding **TUR's academic support policies and procedures**.

Student Documentation & Compliance:

- Maintain records of **student support plans, accommodations, and academic interventions**.
- Ensure compliance with institutional policies regarding academic accommodations and modifications.

Qualifications:

- Fluency in English spoken and written English Language.
- Master's degree in **education, Counseling, Special Education, or a related field** preferred.
- Experience in **academic support services, learning accommodations, or student success programs**.
- Familiarity with **study abroad programs** and the challenges associated with international education is a plus.
- Strong communication and organizational skills with the ability to collaborate across departments.
- One to two years of relevant work experience

Required:

- Legally able to work in the E.U.
- English and Italian fluency

Schedule & Compensation:

- Part-time role with flexible hours (Mondays-Thursday), depending on student needs and program demands. Estimate 15/20 hours per week.
- Compensation to be determined based on experience and qualifications.

Interested applicants should submit a letter of interest and cv, along with 2 to 3 references to mconran@temple.edu by July 25th 2025. This position is set to begin on September 6th 2025.

Working Conditions and Environment

Temple University Rome is supported by a small, collaborative team dedicated to advancing campus initiatives and enhancing the student experience. This position offers a high degree of flexibility and autonomy. 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 will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability.