

Executive Functioning Coach Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=259569>

Downloaded On: Jul. 13, 2025 1:18am

Posted Jul. 10, 2025, set to expire Nov. 6, 2025

Job Title	Executive Functioning Coach
Department	Office of Accessibility Services
Institution	Worcester Polytechnic Institute Worcester, Massachusetts

Date Posted	Jul. 10, 2025
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Application Deadline	Open until filled
Position Start Date	Available immediately

Job Categories	Classified Staff
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Academic Field(s)	Student Services Educational Services
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Job Description

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JOB TITLE

Executive Functioning Coach

LOCATION

Worcester

DEPARTMENT NAME

Office of Accessibility Services

DIVISION NAME

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Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

Worcester Polytechnic Institute (WPI) is seeking a dedicated Executive Functioning Coach to support students' academic success through individualized coaching as part of the PEAK Program. This position provides holistic academic coaching, helping students strengthen their executive functioning skills, including organization, time management, goal setting, and effective study habits. The Executive Functioning Coach will work closely with students to identify barriers to success, develop personalized strategies, and equip them with long-term tools for academic achievement. In addition to one-on-one coaching, the role involves co-developing and leading a class on executive functioning, wellness, and related topics. The coach will also collaborate with campus partners to ensure students receive comprehensive support for both their academic and personal growth. This is a 10-month, part-time position (20-25 hrs/wk; \$30-\$35 per hour).

JOB DESCRIPTION

Responsibilities:

- **Individualized Coaching**

- Conduct one-on-one coaching sessions to help students identify barriers to academic success and implement personalized learning strategies.
- Assist students in developing executive functioning skills, including procrastination management, organization, time management, self-advocacy, and motivation.
- Monitor student progress through regular check-ins, scheduled meetings, and ongoing communication.

- **Course Development and Facilitation**

- Design and facilitate weekly course content focused on essential academic skills, such as effective study techniques and time management strategies.
- Create course content that is interactive, practical, and follows executive functioning best practices.

- **Collaboration and Student Support Network Engagement**

- Partner with campus resources, including the Office of Accessibility Services, the Dean of Students Office, Academic Advising, and the CARE Team, to provide holistic student support.
- Engage with students' support networks, including family members, and complete mid-semester and final progress reviews to reinforce accountability and goal achievement.

- **Data Tracking and Continuous Improvement**

- Maintain detailed records of student interactions, tracking progress and outcomes to refine coaching practices and enhance course effectiveness.

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- Complete mid-semester and final progress reviews to assess outcomes.
- The ideal candidate will have a strong background in education, teaching, or higher education, with experience in academic coaching, tutoring, or student support services. They should possess excellent communication and interpersonal skills, with the ability to work effectively with diverse student populations. The candidate must be adaptable in a fast-paced environment and capable of managing multiple priorities.

Requirements:

- Bachelor's degree in relevant field.
- 3 years of relevant experience.
- Master's degree preferred in higher education, student affairs, counseling, education, or a related field.
- Experience in academic coaching, tutoring, or student support within an education setting.
- Passion for student success, with a commitment to fostering academic growth and self-advocacy.
- Strong collaboration skills to effectively engage with students, faculty, and campus partners.
- Openness and sensitivity to diverse student needs.
- Strong verbal and written communication skills, with the ability to effectively engage with students, faculty, staff, and families.

FLSA STATUS

United States of America (Non-Exempt)

WPI is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals from all backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Executive-Functioning-Coach_R0003172

About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

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Diversity & Inclusion at WPI

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Worcester Polytechnic Institute

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