

## Peer Academic Coach—Job Description

### Statement of Purpose

Academic Coaching provides intentional, individual support aimed at fostering academic success for undergraduate students. Throughout the semester, Academic Coaches meet individually with students to identify academic goals, develop learning skills, address challenges, and assess progress. Per the Academic Success Center (ASC) mission, this experience enables students to engage in learning and goal-setting autonomously throughout their college career.

### Qualifications

Peer Academic Coach staff requirements include:

- Active undergraduate student status (registered for at least six credits).
- Minimum cumulative GPA of 3.0.
- Excellent communication skills.
- Ability to hold students accountable with tasks and commitments to help them reach their goals.
- Commitment to attend ongoing trainings and meetings throughout the academic year.
- Ability to effectively communicate concerns from a student client to supervising professional staff.
- Interest in helping others.
- Practice of a growth mindset personally and in perception of others.

### Applications

For consideration, applicants must submit a completed application on Handshake. Select applicants will be invited to interview.

### Contact for Peer Academic Coaching

#### **Morgan Robinson**

Academic Coaching Coordinator

Academic Success Center

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### Job Description

The duties associated with the Peer Academic Coach position will assist students directly with the development of goal setting and learning skills in various forums. Peer Academic Coaches will be responsible for the execution of multiple tasks, including but not limited to:

- Participating in trainings as assigned, including pre-semester training and continued trainings and observations throughout the academic year.
- Attending regular team meetings as scheduled.
- Offering academic coaching to undergraduate students, including preparing for coaching sessions, conducting individual 30-60 minute sessions with students, and accurately documenting sessions.
- Facilitating student learning and goal setting in coaching sessions with a growth mindset.
- Offering peer support, modeling effective learning, and serving as an accountability partner to other undergraduate students who are participating in the Academic Coaching program.
- Facilitating student learning through *ASC Learning Skills Workshops* facilitation, including preparation of materials, presentation of content, engagement with students throughout workshops, management of student sign-in at workshops, and accurate entry or submission of attendance after each workshop.
- Maintaining confidentiality and upholding FERPA.
- Participating in marketing and recruitment initiatives, such as information tables at events.
- Assisting in learning skills trainings for newly hired tutors and supplemental instruction leaders by preparing materials, facilitating sessions, and implementing assessment methods.
- Facilitation of student learning through other duties as assigned, which may include directing students to their tutoring or SI sessions, responding to student questions about services, etc.