

KENT STATE UNIVERSITY

# Academic Success

## CENTER

### **Peer Academic Coach—Job Description**

#### **Program Overview**

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) in good academic standing.
- Strong interpersonal and 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 work with various populations and levels of experience.
- Willingness to learn and help others.

#### **Compensation and Time Commitment**

- Starting pay of \$11.90 per hour, with opportunity for increases with lead positions
- Approximately 5-10 hours per week to devote to coaching sessions, meetings, and additional responsibilities
- Maximum of 28 hours per week total, including any other currently held Kent State positions
- Continued employment based on evaluation and availability

#### **For additional information, please contact:**

Academic Success Center

Center for Undergraduate Excellence, Suite 114

(330) 672-3190

academiccoaching@kent.edu

#### **Position Overview**

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:*

- 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, and engagement with students throughout workshops.
- 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 ASC student staff (coaches, tutors, and SI leaders.)
- Facilitation of student learning through other duties as assigned, which may include directing students to tutoring or SI sessions, responding to student questions about services, etc.
- Attending regular team meetings as scheduled.
- Participating in trainings as assigned, including pre-semester training (early move-in provided) and continued trainings and observations throughout the academic year.

#### **Applications**

For consideration, please visit

[www.kent.edu/asc/studentemployment](http://www.kent.edu/asc/studentemployment).