



The Academic Success Center

Graduate Intern: Professional Academic Success Coach and Developmental Specialist

Overview: The Academic Success Center is engaged in innovative approaches to academic support in collaboration with departments in both Academic Affairs and Student Affairs. The Graduate Intern serves as the lead Academic Success Coach within the Academic Success Center and is responsible for maintaining the Academic Success Coaching program. The Graduate Intern applies student development theory, learning theory, and effective coaching techniques in working with students. The Graduate Intern reports to the Director of the Academic Success Center.

General Responsibilities (both years)

- Provide direct academic and developmental support services to students.
- Manage a caseload of students each semester and assess their progress.
- Initiate campaigns to focused high-risk populations.
- Maintain records of student participation.
- Maintain oversight of the Academic Success Coaching Program.
- Maintain and revise the initial academic assessment as needed.
- Maintain and update a manual for Academic Success Coaches to use.
- Support Director and Associate Director in maintaining and growing academic support programs.
- Opportunity to coach incoming first year students in Summer bridge program as a Professional Coach.

Year 1

Additional Responsibilities:

- Responsible for co-supervision and training of the Peer Academic Success Coaches alongside Academic Intervention Program Coordinator.
- Begin to research a program initiative of interest to develop and implement in year 2 within the Academic Success Center
- Participate in and assist with development of departmental special projects that align with the mission and philosophy of the Academic Success Center.

Year 2

Additional Responsibilities:

- Responsible for full supervision and training for the Peer Academic Success Coaches.
- Develop training and resources for College Reading and Learning Association (CRLA) IMTPC level 2 and 3 certifications.

- Implement program within the Academic Success Center that was developed in year 1.

Description:

This graduate intern position is a two-year position which consists of a titrated approach of increasing responsibility and skill development throughout the two-year position. During the first year the focus is on development, understanding the role, and skill development enhancing gaps and continued progression in responsibilities. The primary responsibility within the first year of the program is to focus on learning the needed skills, organizing and balancing responsibilities within the graduate intern role, understanding the responsibilities of academic success coaching, and working to manage a caseload of individual students needing academic success coaching and being able to adapt and adjust to what those individual student needs are. Year one is working to lay the foundation of this experience allowing the graduate intern to begin to apply classroom knowledge and material to the position and responsibilities by setting goals to achieve within their first and second years. During the second year the focus for the graduate intern is on further application of knowledge through an enhancement of experiential avenues and increased responsibility such as full supervision of student workers, development and implementation of programs, and oversight over certain programmatic aspects within the Academic Success Center. Within year two the graduate intern will be asked to utilize knowledge, research, and assessment of programs within the academic success coaching program to evaluate and enhance current offerings.

Qualifications:

- Effective written and verbal communication skills.
- Strong organizational and time management skills.
- Ability to demonstrate initiative, work autonomously, and proactively seek guidance when necessary.
- Ability to develop and maintain positive relationships with students, faculty, and staff.
- Knowledge of academic support strategies and techniques.
- A strong commitment to student development in higher education and enthusiasm about growing as a professional.
- Admitted as a matriculated graduate student in the CSU system in Education, Psychology, Sociology, Counseling, or other related field.

Time Commitment:

- 9-month position
- Work approximately 35 hours per week
- Hours are flexible and special projects may require working evenings and/or weekends

Compensation:

- Paid through stipend as graduate student
- 21 class credits compensated

Refer Questions to:

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