Academic Success Coach Job Description

Academic Success Coaches are current undergraduate or graduate students who demonstrate a mastery of the holistic elements of academic success. Academic Success Coaches help students identify barriers to academic success and assist them in creating action plans for overcoming those challenges. Academic Success Coaches help students maximize their potential for academic success by supporting them and assisting them in gaining effective study strategies and behaviors.

Job Responsibilities:

- Attend all scheduled trainings before the semester start as well as throughout the semester as scheduled.
- Hold consistent coaching hours to assist students who may be on academic warning or probation with their academic barriers.
- Oversee assigned caseloads of students and track their progress.
- Attend weekly meetings with team to discuss coaching strategies, challenges, and achievements.
- Develop and facilitate workshops and presentations regarding academic skills as assigned.
- Research and develop strategies to assist peers on a variety of academic topics including but not limited to:
  - Time management
  - Organization
  - Note-taking
  - Reading Strategies
  - Study Skills
  - Memorization
  - Exam Preparation & Test Taking Strategies
  - Motivation & Attitude
  - Goal Setting
  - Communicating with Professors
  - Academic Resources & Asking for Help
- Create supplemental materials to be used in individual coaching sessions to aid in student learning and academic skill development.
- Record session notes and track student progress throughout the semesters.
- Contribute to the planning of and attending tabling and virtual events as necessary across campus to advertise services of the Academic Success Center.
- Manage and develop the Academic Zen Den as requested.
- Refer students to the appropriate resources on campus that they could benefit from.
- Other duties related to Academic Success Center function as requested.

Preferred Qualifications:

- 3.0 or higher Cumulative GPA
- Junior, Senior, or Graduate Student enrolled at Southern (Fall 2021 Academic School Year)
- Strong study skills and successful student habits and behaviors.
- Effective communication and listening skills.
- Capacity to work with students of diverse backgrounds.
- Ability to work in group settings as well as individually.
Compensation:
• $12+ per hour
• Federal or State Work Study preferred
• Volunteer

Expectations:
• Act in a professional manner and be sensitive to and respectful of the student’s needs.
• Be prepared and be on time.
• Keep all information on students you work with confidential.
• Willingness to share personal experiences with peers as necessary.
• Support and care about student success.
• Commitment to work the time promised.
• House a compassionate and kind environment for students.
• Be knowledgeable of campus resources and how to navigate Southern’s website.
• Must be proficient in Microsoft Apps (Word, Outlook, Teams, Excel, PowerPoint).

Schedule: Academic Success Coaching hours are flexible but must take place during regular hours of operation. Hours will primarily take place on campus with opportunity for additional virtual shifts.

NOTE: The Academic Success Center services are available Monday-Thursday 8am-8pm, Friday 8am-4:30pm.

Potential Start Date: Coaches may have the opportunity to start Mid-July to assist with our Summer Institute Program for incoming first year students. All staff will be required to attend mandatory Academic Success Center training prior to the Fall Semester - Date: To Be Announced

How to Apply: Complete an Academic Success Coach application (attached).

Return all completed application materials and refer questions to:

Aaliyah Barnes, Graduate Intern
Academic Success Center
Email: barnesa10@southernct.edu

Visit our website, and follow us on social media!

https://www.southernct.edu/student-life/academic-success-center
Instagram: @scsu_academicsuccess
Facebook: search “SCSU Academic Success Center”
Academic Success Coach Application

Please answer all questions on the application. Return completed applications to the Academic Success Center, or email to barnesa10@southernct.edu.

Personal Information

Name: ________________________________  Student ID: ________________________________

SCSU Email: ________________________________  Phone: ________________________________

Major: ________________________________  Minor: ________________________________

Ethnicity: ________________________________  Campus Affiliations: ________________________________

GPA: ________________________________  Anticipated Graduation Date: ________________________________

How did you hear about this job? __________________________________________________________________

If referred by someone who is employed by the ASC, please state referral’s name:________________________________

Class Rank (circle one):  Freshman  Sophomore  Junior  Senior  Graduate Student

Are you eligible for federal work-study (circle one)?  Yes  No  Not Sure

Have you worked for SCSU before (circle one)?  Yes  No

Semester Applying For (circle one):  Fall  Spring  Year: ________________________________

Academic Information & Experience

Please describe your study habits and behaviors. Share how these contribute to your academic performance.

__________________________________________________________________________________________________

__________________________________________________________________________________________________

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__________________________________________________________________________________________________
**Availability & Schedule**

In the space provided, please indicate the days/times *you are available to work on a consistent basis.*

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What would make you a strong candidate for this position?

__________________________________________________________________________________________________
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Briefly describe why you want to be an Academic Success Coach. *What do you hope to gain from this position? What can you give to this position?*

__________________________________________________________________________________________________
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Student Signature: __________________________________ ____________________________  
Date: __________________

Thank you for your interest in applying!