Southern Connecticut State University

Location: Buley 303

Phone: (203) 392-8967

Email: [ASC@southernct.edu](mailto:ASC@southernct.edu)

**Peer Academic Success Coach**

**Pay Rate:** Class 1/$10.10 per hour

**Student Affairs Employment Program:**

This program empowers students to reach their full personal potential in preparation for the workforce by developing practical and professional standards.

**Position Description:**

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

**Job Duties:**

* Hold drop-in coaching hours to assist students with their academic barriers
* Research and develop small group academic coaching workshops on a variety of academic topics including but not limited to:

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| --- | --- | --- |
| Time management  Organization  Note-taking  Reading Strategies | Exam Preparation  Test Taking  Study Skills  Memorization | Motivation & Attitude  Goal Setting  Communicating with Professors  Academic Resources & Asking for Help |

* Lead small group academic coaching workshops for new and returning Southern students in the Academic Success Center at strategic points throughout the semester on a variety of academic topics (see above list)
* Create supplemental materials to be used in group coaching workshops and individual coaching sessions to aid in student learning and academic skill development
* Assist in managing the Academic Zen Den
* Aid in managing the social media in the Academic Success Center by posting study tips, study strategies, and/or other academic success suggestions weekly to aid students
* Attend all trainings and meetings as required by Academic Success Center Director
* Maintain privacy and confidentiality of student information including academic progress and performance
* Demonstrate professionalism, responsibility, punctuality, and academic integrity
* Adhere to the guidelines, policies, and procedures of the Academic Success Center and SCSU as outlined in the Academic Success Center Training Manual

**Qualifications:**

* Current SCSU student in junior or senior undergraduate standing
* Minimum 3.0 Cumulative GPA *(must be maintained throughout employment as Peer Academic Success Coach)*
* Strong study skills and successful student habits and behaviors

**Preferred Skills:**

* Willingness to share personal academic experiences with peers
* Ability to effectively communicate with a diverse student population

**Student Learning Outcomes for this Position Include:**

* Develop knowledge and skills related to their academic and professional goals
* Apply effective academic skills, strategies, and behaviors
* Demonstrate effective critical thinking and problem-solving skills
* Identify student learning preferences and recommend/model appropriate academic strategies
* Provide individualized support to meet the varied academic needs of a diverse student population
* Create materials designed to facilitate student learning and academic skill development

**Schedule:** Peer Academic Success Coach hours are flexible but must take place during regular hours of operation. *NOTE: The Academic Success Center is open Monday-Wednesday 8am-9pm, Thursday 8am-8pm, and Friday 8am-4:30pm.*

**How to Apply:** Complete a *Peer Academic Success Coach Application*. Return completed application and refer questions to:

Academic Success Center

Buley Library Room 303

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