

Office of Academic Affairs

Student Academic Support Services
Post Office Box 751-UARC
Portland, Oregon 97207-0751
503.725.4005 tel

Academic Coaching Program**POSITION:** Academic Coach (2)

- Academic-year commitment required (Fall 2024 through Spring 2025)
- Continuation of position will be based on regular observations, mentoring and feedback provided by Academic Coaching Coordinator

WAGE:

- \$18.00/hr for 15-20 hours/week
- This is **not** a Graduate Assistant or GTA position

START: Fall Term 2024

REQUIRED TRAINING: Attendance at Academic Coaching training sessions and LC all-staff training in August/September 2024.

***Applicants must not be current GAs or GTAs.**

Position Summary

Student Academic Support Services invites applicants for the position of an Academic Coach. We are looking for two (3) graduate student coaches. Bilingual candidates and/or those with a STEM or education background strongly preferred. Reporting to the Academic Coaching Coordinator of the Learning Center, this position will coach new, returning, and current PSU students in academic skills, motivation, self-management, and goal setting. Additionally, the academic coaches will help create and facilitate presentations, services and resources that support student retention, academic success, and individual student support.

Coach Responsibilities:

- Fosters persistence and completion by maintaining a caseload of students
- Mentors and provides guidance to PSU undergraduate and graduate students in learning strategies, motivation, self-management, self-efficacy, and goal setting by identifying and overcoming obstacles that may be impeding academic progress and success

- Works with students to develop and learn strong time management and organizational skills; motivates students to practice self-regulation and take ownership of their academic success
- Helps students with identifying, developing, and implementing learning strategies and study strategies and specific study strategies to course materials
- Refers students to appropriate academic personnel and support resources with others to monitor and accelerate the academic progress of the students referred
- Presents ROADS to Success Series
- Outreach to various entities on campus including but not limited to students, faculty, and resource centers on academic coaching and learning center resources.
- Actively participates in LC all-staff meetings, bi-weekly coaches' meetings and other professional development
- Communicates regularly and effectively with LC staff

A successful applicant will have/be:

- A background in a STEM field or education (undergraduate coursework is acceptable) and/or bilingual.
- A good understanding of thinking and learning processes, and counseling/consulting skills to assess these processes and teach new strategies on an individual basis
- Experience using a wide-variety of learning strategies that students can use to become active learners, a range of educational methods to help students develop these skills, and the patience and empathy to discern the student's skill level and to build on the student's individual strengths
- Well-versed in the foundations of curriculum and instruction and ability to bridge theory and practice for diverse learners
- A strong commitment to social and ecological justice in education
- Ability to establish and maintain effective relationships with a wide variety of groups and individuals
- Comfortable in remote and face-to-face student interactions
- Commitment to diversity, equity, inclusion, student success, and working with a broad community
- Commitment to serving a diverse population and advancing student success through highly engaged and high impact educational practices

Minimum Qualifications:

- Admitted to graduate program relevant to education, counseling, etc.; continuation contingent on successful completion (B or better) of coursework
- Desire to work with students, or for a career in student affairs, education, or counseling
- Willingness to self-reflect and engage in developmental and constructive feedback
- Must be available to work all hours in-person.

To Apply:

Please send resume and cover letter by May 31st to:



Email: mycoach@pdx.edu

Please address the following in a cover letter and include resume:

Your perspective on the role of an academic coach, how this year-long position will help you meet your academic and/or professional goals, and any experience you have that prepares you for success as an academic coach.