



Title of Position:	Academic Coach for the Access Program
Supervisor(s):	Brandy Espinosa, Coordinator of Academic Support Services
Hours:	Average of 15-20 hours per week (Summer 2018)
Rate of Pay:	\$9.00/hour

The Academic Coaching and Engagement (ACE) Program facilitates academic success among UCF students by providing one-on-one, ongoing peer coaching as well as group coaching sessions. In the summer term, the ACE Program works in concert with First Year Advising and Exploration (FYAE) and Multicultural Academic Support & Services (MASS) to support First Time in College students participating in the Access summer bridge program.

SARC's Academic Coaching program offers a structured, collaborative approach to support the academic progress and success of students. Academic Coaches will assist students with building college level academic and study skills as well as time management and organizational skills, developing a knowledge of campus resources and enhancing their connection to the university by strengthening their support system on campus. Academic Coaches will help facilitate group academic coaching sessions in Access sections of the SLS 1501 Strategies for Success course. Additionally, coaches will meet one-on-one with Access students and have availability to meet individually with any other interested UCF students enrolled in summer B term. Coaches will provide guidance and ongoing feedback to students as they facilitate coaching sessions throughout the summer.

Coaching efforts during the summer semester will be focused on the following topics and skill sets:

- Time Management & Organizational Skills
- Learning Styles and Study Skills
- Motivation & Concentration
- Memory & Understanding
- Note Taking & Textbook Reading
- Test Taking & Test Anxiety

Additional Responsibilities of this role include:

- Participate in preliminary and on-going trainings as well as weekly team meetings
- Assist with Access Orientation and Closing Ceremony events
- Participate in end of semester debrief meeting
- Serve as a role model for students by maintaining a positive attitude and cultivating relationships
- Assist students in evaluating study habits and identifying obstacles to their learning process
- Communicate via email with students outside of appointments to ensure students are staying on track, are aware of campus resources & events, and to identify any concerns as soon as possible
- Document all coaching sessions by submitting student reports online & maintain accurate student files
- Communicate training needs and/or student concerns to SARC Supervisor
- Provide timely and open communication with SARC, MASS and FYAE staff regarding mentee progress, issues and concerns in an effort to increase effectiveness of Access Professional Staff Team
- Provide weekly & semester reports to supervisor(s) regarding progress of students
- Other duties as assigned

Preferred Qualifications:

- Minimum UCF cumulative GPA of a 3.0 or higher
- Must be in good academic standing with the University
- Available to attend mandatory trainings on June 1st and 8th as well as the Access Orientation on June 18th
- Strong interpersonal communication skills and ease in relating to people from diverse backgrounds
- Solid time management, organizational, presentation and problem solving skills; high attention to detail
- Experience working with students in a mentoring (or similar) role
- Junior/Senior or Graduate students preferred