



<b>Title of Position:</b>	Academic Coach for the Academic Coaching & Engagement (ACE) Program
<b>Supervisor(s):</b>	Brandy Espinosa, Coordinator of Academic Support Services
<b>Hours:</b>	Minimum 10 hours per week, Maximum 20 hours per week (Spring 2019)
<b>Rate of Pay:</b>	\$9.25/hour

The Academic Coaching and Engagement (ACE) Program facilitates academic success among UCF students by providing one-on-one, ongoing peer coaching. The program is open to all students enrolled at UCF on a voluntary basis; however, some student populations may be required to participate. The ACE Program works in concert with the First Year Advising and Exploration (FYAE) office to support the academic progress and success of first time in college students placed on academic probation.

Academic Coaches will provide individualized guidance and ongoing feedback as they facilitate individual coaching sessions with their assigned students during the semester. Coaches meet with students about once a month throughout the semester. Academic Coaches will assist students with building college level academic strategies as well as time management and organizational skills, setting goals, developing a knowledge of campus resources and enhancing their connection to the university by strengthening their support system on campus.

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

- Time Management & Organizational Skills
- Learning Styles and Study Skills
- Test Prep & Test-Taking Strategies
- Textbook Reading & Note Taking
- Memory & Concentration
- Goal Setting & Motivation
- Balance, Wellness & Stress Management
- Campus Resources & Opportunities

**Additional Responsibilities of this role include:**

- Participate in preliminary and on-going trainings and team meetings
- Assist with Academic Probation Sessions hosted by First Year Advising and Exploration during the first week of classes
- Participate in end of semester debrief meeting and individual evaluation
- 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 regularly 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 & maintain accurate student files
- Provide student reports to supervisor(s) regarding progress of students
- Communicate training needs and/or student concerns to SARC Supervisor
- Provide timely and open communication with SARC staff regarding students' progress, issues and concerns in an effort to increase effectiveness of ACE program, SARC professional staff and FYAE professional staff
- Other duties as assigned

**Required Qualifications:**

- Current enrollment as a UCF student (Undergraduate of Junior/Senior standing and Graduate Students preferred)
- At least 24 credits earned at UCF if Undergraduate; at least 9 credits earned at UCF if Graduate student
- Must be in good academic standing with the University; Minimum GPA of a 3.0 or higher

**Preferred Qualifications:**

- Strong interpersonal and communication skills; ease in relating to people from diverse backgrounds
- Solid time management and organizational skills; problem-solving skills; high attention to detail
- Experience working with students in a mentoring (or similar) role