



**Title of Position:** Academic Coach for the Academic Coaching & Engagement (ACE) program  
**Supervisor:** Kiara Kumar, Coordinator  
**Hours:** Minimum 10 hours per week; maximum 20 hours per week

The Academic Coaching and Engagement (ACE) program facilitates academic success among UCF students by providing ongoing one-on-one and group coaching. This position works with multiple populations, including voluntary students, mandated students through First Year Advising and Exploration (FYAE), and Access program students. The program is open to all students enrolled at UCF on a voluntary basis. It also collaborates with FYAE to support the academic progress and success of first time in college students on academic probation, students who may be mandated to participate in ACE.

Academic Coaches will provide individualized guidance and ongoing feedback as they facilitate coaching sessions with their students about once a month throughout the semester. Coaches will assist students with building college-level academic strategies using the topics listed below. They will also help students develop knowledge of campus resources and enhance their connection to the university by strengthening their support system on campus. During the summer B Access program, coaches will pair up to facilitate group coaching with cohorts of 15 students.

**Coaching sessions will focus 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
- 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 supervisor(s)
- Provide timely and open communication with SARC staff regarding students' progress, issues and concerns in an effort to increase effectiveness of ACE program and professional staff
- Other duties as assigned

**Required Qualifications:**

- Current enrollment as a UCF student
- At least 24 credits earned at UCF if undergraduate; at least nine 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:**

- Graduate student
- 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