

## **Academic Coaching**

### Graduate Assistant Position Description

**Summary of Position:** The Academic Coaching graduate assistant in the Center for Academic Success will assist in the development, implementation, and evaluation of the academic coaching program. This position will assist in developing targeted marketing strategies to promote the center's programs and services to the UWG campus. This position will work directly with student assistants in the CAS as well as students who use the services in the office.

#### **Position Duties:**

- Assist Coordinator with the implementation of the academic coaching program (includes maintaining assigned coaching load, training peer academic coaches, marketing program, etc.)
- Develop and implement marketing plan to increase student participation in academic coaching program
- Design assessment/evaluation models for academic coaching program
- Assist in the development and facilitation of the ongoing training for peer academic coaches
- Collaborate with campus departments to provide additional programming for first and second year students' academic success
- Assist in the supervision of the peer academic coaches (10-15 Students per semester)

#### **Students completing this assistantship will be able to:**

- Apply student development theory to academic success programmatic initiatives
- Utilize various mediums of marketing for promoting student support services
- Apply leadership and interpersonal skills in a professional academic setting
- Integrate training techniques when working with undergraduate student workers
- Effectively manage an Academic Coaching caseload and apply best practices as an academic coach (Fall 2015 case load for coaching office was over 700 appointments for over 200 students)
- Supervise student employees

#### **Desired Skills and Qualifications:**

- Strong desire to assist students with being academically successful during their collegiate years
- Comfortable with working with a diverse population
- Exemplary customer service and interpersonal skills
- Proficiency with Microsoft Office Suite
- Program planning experience is highly desired