



# Academic Advancement Programs

## Graduate School Preparation Peer Coach

(Fall 2022- Spring 2023)

UCF Academic Advancement Programs (AAP) prepares underrepresented, low-income and first-generation college students to pursue advanced degrees. AAP works in collaboration with faculty, staff, local, and national partners to provide graduate school preparation programs and services. Students have the opportunity to participate in a variety of initiatives designed to increase their knowledge of the graduate school application process, graduate school funding, summer research programs, and fellowship opportunities.

**Position Description:** AAP is searching for 6-10 Graduate School Preparation Peer Coaches to help aid Graduate School Preparation services during the fall, spring, and summer semesters with Grad Prep appointments for the UCF general population. The primary responsibilities of an AAP Peer Coach are serving as a mentor and resource in graduate school preparation and aiding in the development of a peer advising structure within AAP. Position Responsibilities include:

- ❑ Advise, mentor, and coach undergraduate students planning to pursue graduate school
- ❑ Aid in planning and implementing workshops and other graduate school preparation programs
- ❑ Assist in marketing new advising initiatives through a variety of media including newsletters and university communications
- ❑ Provide feedback to students based on their written admissions statements or other graduate school application materials
- ❑ Communicate with students, faculty, and staff about their scheduled appointments, possible presentations, and recorded videos requested by AAP Staff
- ❑ Act as an ambassador for UCF and AAP by welcoming and thanking external guests who visit the campus to meet UCF students
- ❑ Attend and complete necessary trainings as a student employee in AAP

**Hours and Pay:** Typical hours for the Grad Prep Peer Coach can range from 10 hours – 15 hours per week within the hours outlined below for appointments with the ability to take extra hours to moderate workshops. The Grad Prep Coach position will begin in the fall 2022 semester. Students may continue through the summer 2023 semester. Students interested in starting summer 2022 may communicate with AAP Coordinator, Raquel Toro.

**AAP Appointment Hours:**

Mondays – 9AM-1PM

Tuesdays – 12PM-4PM

Wednesdays – 9AM-12PM, 1PM-4PM

Fridays – 9AM-12PM, 1PM-4PM

**Required Qualifications:** Enrolled as a degree seeking student in fall 2022; 30+ completed credit hours; cumulative 3.0 GPA; strong interpersonal, communication, and time management skills. Graduating May 2023 or later.

**Preferred Qualifications:** Familiarity with Academic Advancement Programs, students who have met with Pre-Grad Coach, attended AAP workshops or events, or participated in an AAP structured program. Demonstrate leadership, initiative, willingness to learn about the graduate school application process, and a positive attitude.

**Required Training:** Initial training for the AAP Peer Coach position will take place at the beginning of the fall semester or sooner depending on start date. Coaches are expected to attend ongoing staff meetings/training traditionally held on Fridays. All training will be paid.

**Apply:** If you are interested in serving as an AAP Peer Coach, please complete the application before Friday, March 25th at 5:00PM, and send any questions about the position to Raquel Toro at [raquel.toro@ucf.edu](mailto:raquel.toro@ucf.edu).