Location: Trevor Colbourn Hall Room 117

Phone: (407)823-5130

Email: sarc@ucf.edu

**Title of Position:** Academic Coach for the Academic Coaching & Engagement (ACE) and Online Instructional Peer Coaching (OIPC) Programs

**Supervisor:** Kiara Kumar, Coordinator

**Hours:** Minimum 10 hours per week; maximum 20 hours per week

The ACE and OIPC programs facilitate academic success among UCF students by providing ongoing one-on-one and group coaching. The programs are open to all students enrolled at UCF. The programs also collaborate with various campus partners each semester to provide support for specific populations on campus.

Coaches will assist students with building college-level academic strategies in ACE and navigating online courses in OIPC. 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.

**In the ACE program**, coaches will assist students with building college-level academic strategies using the below topics:

* 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

**In the OIPC program**, coaches will assist students with successfully navigating their online courses using below topics:

* How to navigate Webcourses
* Understanding different course modalities (mixed-mode, online, video-enhanced, etc.)
* Using the syllabus to plan for the semester in an online course
* Identify barriers that prevent from succeeding in an online course
* Setting goals to succeed in an online course

In both programs, coaches will also help students develop knowledge of campus resources and enhance their connection to the university by strengthening their support system on campus.

**Additional responsibilities of this role include:**

* Participate in preliminary and on-going trainings and team meetings
* Assist students in evaluating study habits/knowledge of online courses and identifying obstacles to their learning process
* Serve as a role model for students by maintaining a positive attitude and cultivating relationships
* Document all coaching sessions & maintain accurate student files
* Submit 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/OIPC programs and professional staff
* Participate in midterm and final evaluations
* 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