

<b>Title of Position:</b>	Academic Coach
<b>Report To:</b>	SARC Academic Support Coordinator I
<b>Hours:</b>	10 hours per week; this is an in-person position
<b>Rate of Pay:</b>	\$13.00 per hour; this position is contingent upon funding

The ACE and Access programs facilitate academic success among UCF students by providing ongoing one-on-one and group coaching. The ACE Program is open to all students enrolled at UCF while the Access Program is a six-week summer B program where students are invited by Undergraduate Admissions. Coaches will assist students with building college-level academic strategies in both programs. 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 weekly group coaching with cohorts of 15-20 students. The programs also collaborate with various campus partners each semester to provide support for specific populations on campus.

### **Responsibilities**

- Conduct group and one-on-one academic coaching sessions
- 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
  - Stress management
  - Online learning
  - Campus resources
- Complete all administrative duties accurately on time
- 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 and Access Programs and professional staff
- Participate in observations and final evaluations
- Other duties as assigned

### **Required Qualifications**

- Currently enrolled as a UCF student
- At least 24 credits earned at UCF if undergraduate; at least nine credits earned at UCF if graduate student
- Able to attend the mandatory training session at the beginning of the semester and weekly meetings
- Must be in good academic standing with the university; minimum GPA of a 3.0 or higher

### **Preferred Qualifications**

- Experience working with students in a mentoring (or similar) role
- 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

### **Application Process**

All qualified applicants interested in the ACE Coach Position must apply by completing the online application found on the Employment page of SARC's website at: <https://academicssuccess.ucf.edu/sarc/employment/>

The application form must include:

- A resume WITH a cover letter. Save them as one file and attach them to your application when prompted.  
**Applications submitted without a cover letter and/or resume will NOT be considered.**
- Provide three professional references, including at least **ONE UCF Faculty or Staff Member.** You DO NOT need to submit a letter of recommendation; only provide their contact information in the application.

### ***Questions? Contact:***

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<https://academicssuccess.ucf.edu/sarc/>