

POSITION DESCRIPTION

TITLE: Academic Coaching Fellow - (Part-Time/Hourly, Contingent)

Collective Bargaining - Ineligible - Contingent

Contingent positions are not eligible to participate in collective bargaining.

JOB SUMMARY:

The Academic Coaching Fellow is responsible for assisting with academic advising and coaching. This position reports to the Executive Director of Enrollment for Student Success/designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Provides one-on-one academic coaching, advising and support with students during the academic year, focusing on students on Academic Notice, those with midterm deficiencies, and students struggling academically, remotely and/or in-person.
- Provides academic pre-advising and course registration advising to newly admitted first-year and transfer students.
- Offers course registration assistance during the academic year.
- Assists with schedule changes for all students as needed.
- Conducts outreach with assigned students who receive early alerts.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree in education, psychology, or social work or a related field.
- Experience providing academic coaching.
- Excellent interpersonal and written communication skills.
- Ability to use the following Google applications: Sheets, Docs, Gmail.
- Comfortable making presentations (creating slides and presenting information to others).
- Appreciation for and understanding of the needs of diverse students with learning differences and the value of a liberal arts education.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.