

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 contractual Academic Coaching Fellow is responsible for assisting with academic advising and coaching. This position reports to the Associate Dean for Retention and Student Success.

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.
- Along with other staff, provides one-on-one academic coaching and support with students, focusing on students on Academic Probation and those with midterm deficiencies, remotely and/or in-person.
- May be assigned to conduct outreach with assigned students who receive Early Alerts.
- Uses creativity to design marketing materials (using the SMCM brand) for the Office of Student Success Services (OS3).

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 create flyers and social media posts.
- Comfortable making presentations (creating slides and presenting information to others).
- Ability to use the following Google applications: Sheets, Docs, Presentations, Gmail.
- 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.