**Academic Coaching Overview**

### Job Description

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| Campus Support | Student Coach | Peer Mentor |
| Proficient knowledge of on and off-campus resources applicable to freshman students  Establishment of rapport with campus departments    Ability to refer students to proper resources    Developing interest in on-campus organizations    Strong understanding of how to use Asbury Discovery and Portal | Strong record of academic success    Ability to coach students on academic strategies such as study skills, test taking skills, and adapting to different learning styles    Ability to motivate students toward achieving academic and personal goals    Serve as the liaison between UNV 120 Faculty and students by seeking out student concerns and discussing them with UNV 120 Faculty and/or Center for Academic Excellence staff    Assist in the communication of course requirements and university expectations | Create meaningful interpersonal relationships with students    Provide mentoring support for students during class and one-on-one sessions and serve as a listening ear for students    Provide referrals for students concerning social and emotional issues where necessary    Training in student development theories and applying them to the mentor-mentee experience |

### What to Expect in a Week

* UNV120
  + Attend and facilitate the one hour UNV120 class (likely Tuesday at 11:00am)
  + Meet individually with five students in 30 minute sessions four times throughout the semester
  + Meet weekly with the instructor and lead academic coach at a decided time
* Individually requested academic coaching
  + Meet one-on-one with students who schedule academic coaching sessions
* Minimum of 5 hours per week required

**Application Process:**

* Submit your application (form is fillable) via email to [tutoringservices@asbury.edu](mailto:tutoringservices@asbury.edu).
* Include a **cover letter** with your application. Please review the job description on the first page to make sure you know what an academic coach does. In your cover letter, please use the following questions to guide your response:
  + **What qualities do you have that would make you a good academic coach?**
    - Do you have any experience as a tutor? In what subjects?
    - Why do you want to be an academic coach?
    - If you have a specific major, how might that help you as an academic coach? How might skills that you have gained in your major classes help you coach?
    - How would you deal with challenges that might arise in a session, especially a lack of understanding from a student?
    - How would you work with a student whose learning styles differ from your own learning or teaching styles?
* Also include the following with your application:
  + **Resume (one-page limit)**
  + **Two faculty reference forms**
    - See pages 1 & 5 for the job description and reference form to provide to faculty members. The reference form is not fillable. It must be printed out with the job description and given to your professors.
    - Fill out the top portion of the reference forms before giving them to professors. The professors will return the forms directly to the Center for Academic Excellence.
* Once you have submitted the cover letter, application, and references, **we will respond within one week** after the due date to let you know whether or not you have been invited for an interview.
* If you are invited for an interview, we will send you the schedule of available times. Interviews typically last 30 minutes and are conducted by three members of the Center for Academic Excellence Staff.
* **Applications are due by 5:00pm on Friday, March 23, 2018.**
* By **April 18th, 2018**, we will notify you regarding whether or not you have received a position.
* If at any point during the application process you decide to withdraw your application, please notify us immediately.

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| **First Name:** Click or tap here to enter text. | **Middle Initial**: Click or tap here to enter text. | **Last Name**: Click or tap here to enter text. | |
| **Phone # and Email Address:** Click or tap here to enter text. | | | **Cumulative GPA:** Click or tap here to enter text. |
| **Major(s):** Click or tap here to enter text. | | | **Minor(s):**Click or tap here to enter text. |
| **Classification as of the 2018-2019 school year:** Choose an item. | | | |
| **Are you eligible for Work Study?** Choose an item. | | | |
| **How many hours per week are you willing to work?** *(minimum of 5)* Click or tap here to enter text. | | | |
| **Have you previously applied to work for the CAE?** Choose an item. | | | |

**List the extracurricular activities you will be involved with during the 2018-2019 school year.**Click or tap here to enter text.

**Have you ever used the Center for Academic Excellence’s services?** Choose an item.

**If yes, were the services helpful to you? Please explain.** Click or tap here to enter text.

**Do you have any suggestions for improving/expanding the Center for Academic Excellence’s services?**Click or tap here to enter text.

**Mandatory Academic Coaching Training will be offered during the first week of class:**

* **Tuesday – August 21, 2018 5:30pm – 7:30pm (Dinner will be served)**
* **Wednesday – August 22, 2018 5:30pm – 7:30pm (Dinner will be served)**
* **Saturday, August 25, 2018 10:00am – 1:00pm (Lunch will be served)**

**Can you commit to these three training sessions?** Choose an item.

**If not, please explain** (for rare exceptions we can make up the trainings on alternative days)**:**

Click or tap here to enter text.

**Coaches will be required to meet with Dr. Corrie Merricks and the instructor of UNV 120 once a month and with the lead academic coach once a week. We will agree on times together as a staff.**

**If you are hired by the Center for Academic Excellence, you are committing to work for the entire 2018-2019 school year (\**some exceptions may apply*).**

**Can you commit to working the entire year?** Choose an item.

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**This is a job.** We expect you to work hard, communicate effectively with us, and meet fully the expectations laid out in your job description.

Just as in any other job, you are expected to give us a full two weeks’ notice prior to leaving if you decide to stop working as a consultant. During those two weeks, you will be expected to continue meeting with students and fulfilling all responsibilities as laid out in the job description.

**Prompt communication is essential for this position.** You need to check your email daily to see if you receive any consulting assignments or other pertinent information from the Center for Academic Excellence. You are expected to respond in a timely manner.

Academic Coaching Reference Form

Do you, **the applicant**, waive your right of access, as afforded under state and federal law, to the information provided in this form? Yes \_\_\_\_\_ No \_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To Faculty**—This student has applied to be an Academic Coach and has listed you as a reference. Please refer to page 5 to familiarize yourself with our general expectations of an Academic Coach and then evaluate the student on the following attributes, using the scale provided. If you have had no opportunity to observe a certain characteristic, please leave the item blank. Once completed, please CPO to Julie Barlow or return the form to the Center for Academic Excellence. Reference forms are due **by 5:00pm on Friday, March 23, 2018.**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to the applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Length of time known \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
|  | Below Average | Average | Above Average | Outstanding |
| Empathy |  |  |  |  |
| Flexibility |  |  |  |  |
| Open Mindedness |  |  |  |  |
| Assertiveness |  |  |  |  |
| Responsibility |  |  |  |  |
| Interpersonal Skills |  |  |  |  |
| Time Management |  |  |  |  |
| Commitment to Asbury’s Values and Expectations |  |  |  |  |
| Study Skills |  |  |  |  |
| Quality of Class Work |  |  |  |  |
| Motivation |  |  |  |  |
| Initiative |  |  |  |  |

Please comment on the student’s abilities and strengths you believe would help him or her be an effective Academic Coach.

Please comment on areas on which this student might need to work to be an effective Academic Coach.

Additional comments (attach another sheet if necessary)