**Academic Coaching Overview**

### Job Description

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| Campus Support | Student Coach | Peer Mentor |
| Proficient knowledge of applicable on- and off-campus resources  Establishment of rapport with campus departments    Ability to refer students to proper resources    Ability to help develop interest in on-campus organizations    Strong understanding of how to use Asbury Discovery and Portal | Strong record of academic success    Ability to adapt to different learning styles and coach students on academic strategies, such as study methods and test-taking skills    Ability to motivate students toward achieving academic and personal goals    Ability to serve as the liaison between UNV 120 and UNV 205/305 faculty and students by seeking out student concerns and discussing them with faculty and/or Center for Academic Excellence staff    Readiness to assist in the communication of course requirements and university expectations | Ability to create meaningful interpersonal relationships with students    Ability to provide mentoring support for students during class and one-on-one sessions and serve as a listening ear for students    Ability to provide referrals for students concerning social and emotional issues where necessary    Training in student development theories and application to the mentor-mentee experience |

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### What to Expect in a Week

* UNV 120 and UNV 205/305
  + Attend and facilitate the one hour UNV 120 and UNV 205/305 classes
  + Meet individually with five to ten students in 30 minute sessions four times throughout the semester
  + Meet weekly with the instructor(s) and lead academic coach(es) at a decided time
* Individually requested academic coaching
  + Meet one-on-one with students who schedule academic coaching sessions
* Possible course tutoring in free hours
* Minimum of 5 hours per week required
* **Application due by 5:00 p.m. on Friday, March 19th**
* Submit your application (the form is fillable) via email to [tutoring@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?**
    - Why do you want to be an academic coach? What skills do you have that would make you a good academic coach?
    - Do you have any experience as a tutor? In what subjects?
    - 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 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** 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 members of the Center for Academic Excellence Staff.
* **Applications are due by 5:00 p.m. on Friday, March 19th.**
* 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 #:** Click or tap here to enter text.  **Email:**  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. |
| **Expected Graduation Date:** Click or tap here to enter text. | | |
| **Are you eligible for Work Study?**  YES  NO | | |
| **How many hours per week are you willing to work?** *(minimum of 5 hrs)* Click or tap here to enter text. | | |
| **Have you previously applied to work for the CAE?**  YES  NO | | |

**List the extracurricular activities you will be involved with during the 2021-2022 school year.** Click or tap here to enter text.

**Tell us something interesting about yourself.** Click or tap here to enter text.

**Have you ever used the Center for Academic Excellence’s services?  YES  NO**

**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 held during the first week of class.**

***This is a required 1-credit hour, pass/fail class, listed as UNV 300.***

* **Tuesday, August 17, 2021               5:30pm – 7:30pm (Dinner will be served)**
* **Wednesday, August 18, 2021        5:30pm – 7:30pm (Dinner will be served)**
* **Saturday, August 21, 2021           10:00am – 1:00pm (Lunch will be served)**

**Can you commit to these three training sessions?**  **YES  NO**

**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 the coaching team, the CAE director, and the UNV instructor(s) once a week. We will agree on a time together as a staff.**

**If you are hired by the Center for Academic Excellence, you are committing to work for the entire 2021-2022 school year (\**some exceptions may apply*).**

**Can you commit to working the entire year?  YES  NO**

**If you are hired, do you give the CAE permission to include your photo on the CAE website and the WCONLINE tutor appointment website?  YES  NO**

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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 an academic coach. 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 1 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 5:00 p.m. on Friday, March 19th.**

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)