GENERAL INFORMATION:

Position: Office of Academic Support, Graduate Assistant - Academic Coaching

About the Academic Support program: A personalized program empowering students to achieve academic goals through improved study habits and skills

Type: Graduate Assistantship; students must be enrolled in a graduate program at Auburn University

Hours: Either 13.5 or 20 hours/week assistantship - mutually agreed upon by supervisor and GA

Pay: Eligible for tuition waiver; hourly rate for this position is based on experience and will be discussed at the time of offer and confirmed upon acceptance

Dates of Employment: Annual position (fall-spring, summer dependent upon need and fit)

Supervisor: Samantha Ansley, M.Ed., LPC - Coordinator, Academic Coaching

POSITION RESPONSIBILITIES:

Primary:

• Supports student learning by providing Academic Coaching to undergraduate students to develop strong academic habits, goals, skills, and knowledge of tools
• Empower students in areas of time management, academic goal setting, note taking, textbook reading, memory strategies, test preparation, wellness, professional communication, workload management, concentration, etc.
• Maintain online and analog records using appropriate language to document sessions
• Engage in regularly scheduled staff meetings to identify students in need, set realistic plans for assisting students, and complete with action items
• Assist in Academic Coaching and Office of Academic Support outreach efforts including workshops and campus fairs, e.g. Resident Advisors Fair, and Resource Fair
• Support advancement of Academic Coaching program

Secondary:

• Maintain accurate management of employment records including time keeping, evaluations and reporting
• Participate in professional learning opportunities
• Use and familiarity with a variety of technological platforms (Advise Assist, Baseline, Microsoft)
• Act as professional representative and member of Academic Support and all its programs
• Other duties as assigned

QUALITIES/SKILLS:

Required: Bachelor’s degree; enrollment in an Auburn University graduate program of study aligned with the work of Academic Support; demonstrated strengths in communication; a commitment to inclusion and diversity in education

Desired: Experience in teaching, tutoring, and/or helping position(s); demonstrated success in a collaborative, yet autonomous position; high attention to detail; strong personal initiative

HOW TO APPLY:

Submit application through PGA portal for the Academic Support, Academic Coaching position.

Office of Academic Support
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