Academic Coaching

GRADUATE ASSISTANTSHIP

GENERAL INFORMATION:

Position: Academic Support, Graduate Assistant – Academic Coaching

About the Academic Support program: Academic Coaching is a personalized program empowering students to achieve action-oriented goals through improved study strategies

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

Hours: 20 hours/week assistantship; weekly schedule to be mutually agreed upon

Pay: Eligible for tuition waiver; Paid at an hourly rate that will be discussed at the time of offer and confirmed upon acceptance of the position

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:

• Support student learning by coaching undergraduate students in academic strategies, habits, goals, skills, and knowledge of tools in a variety areas such as goal setting, time management, test taking, wellness, workload management, and more

• Act as campus navigator successfully connecting students to campus resources and people

• Maintain digital 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 program action items

• Assist in Academic Coaching and Academic Support outreach efforts including workshops and university events

• Advance Academic Coaching program

Secondary:

• Maintain accurate management of employment records including time keeping, evaluations and data reporting

• Participate in professional learning opportunities at the program, office, and institutional level

• Use of and familiarity with a variety of technological platforms (Box, Advise Assist, Qualtrics, Microsoft, Excel)

• Act as professional representative and member of Academic Support and its programs; model professional and educational ideals

• Other duties as assigned

QUALITIES/SKILLS:

Required: Bachelor’s degree; enrollment in an Auburn University graduate program of study aligned with the role; demonstrated strengths in communication and professionalism; an informed commitment to inclusion and diversity in education; Cumulative GPA over 2.75

Desired: Experience in teaching, tutoring, and/or helping position(s); motivated to serve Academic Support and college population; high attention to detail; strong personal initiative and integrity

LEARNING OUTCOMES:

Student employees of Academic Support will:

• Understand and apply strategies and tools to promote self-directed learning that contributes to a positive graduate education experience at AU

• Develop and demonstrate affective Intelligence that includes verbal and non-verbal communication, listening and responsiveness, self-regulation, diversity and inclusion, and collaboration