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).


Position Responsibilities:

Primary:
- Foster student learning by coaching students in academic strategies, habits, skills, and knowledge of tools in a variety of areas such as goal setting, time management, test taking, online learning, wellness, workload management, and more.
- Act as a cultural navigator successfully connecting students to campus resources and people.
- Advance Academic Coaching program, including completing College Reading and Learning Association level one peer leader training.
- Maintain digital and analog records using appropriate language to document appointments.
- Engage in team meetings to identify students in need, set realistic plans for assisting students, and complete program action items.
- Promote Academic Support outreach efforts including workshops and university events.

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, including a Professional Learning Group within the department.
- Use of and familiarity with a variety of technological platforms (Box, Advise Assist, Qualtrics, Microsoft, Excel, Trello, Zoom).
- 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 3.0.

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.