



# Example of Academic Coach Job Description

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Our innovative and growing company is looking for an academic coach. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for academic coach

- Regularly meeting with students for academic success coaching/consultation, resource referral and academic success plan development, with the goal of increasing student retention and graduation rates
- Teach First Year Studies 101 (Fall term for entering freshmen) and CE 205 (Spring term for freshmen on academic probation)
- Conduct workshops and outreach presentations to teach learning strategies and proper academic habits
- Develop, implement, and assess Student Success Center programs as the unit expands programming to meet the needs of the campus community
- Prepare regular data and assessment reports as requested
- Attend new student orientations, open houses and recruitment events as needed
- Attend weekly leadership and department meetings
- Actively engage in professional development opportunities
- Encourage professionalism and positive interactions throughout the office
- Assess participants, through use of standardized tests, school district data, and other needs assessments, to determine participant needs

## Qualifications for academic coach

- Commitment to supporting the needs of the students
- Innovative and creative in coming up with ideas to improve student services

- Ability to discern appropriate level of communication with multiple audiences and maintain confidentiality around complex and sensitive issues in compliance with applicable ADA, FERPA, SEVIS, and other applicable state, federal, University, and College of Professional Studies guidelines
- Certification (or be willing to obtain such certification) in areas directly related to the work of the position or one's professional field, such as MBTI, career certifications, PMI, APR
- Flexible in work assignments and work hours to include some evenings and weekends
- Master's Degree in education, rehabilitation counseling, or related academic discipline.
- Knowledge of disability law (Section 504, ADA-AA)