



Example of Academic Coach Job Description

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Our company is growing rapidly and is looking for an academic coach. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for academic coach

- Organize, implement, and attend college visits, including local and regional national visits when appropriate
- Meet with parents, guardians, school-based advisors, teachers, and others as necessary and appropriate to serve as an advocate for the student's educational needs
- Instructs 1-2 general education STEM courses as part of the summer Bengal Bridge program
- Instructs ACAD 1104 – First Year Transition—and/or ACAD 1103—College Learning Strategies for Math (depending upon educational background)—throughout the academic year
- Provides coaching, advising, mentoring, leadership development, and key academic information to a cohort of first year students (based primarily on student major) in order to enhance student learning, retention, persistence, and graduation
- Works within an innovative, creative, and energetic environment to develop diverse programs and processes in order to support our students' educational goals
- Supports the work of the Math (tutoring) Center (hiring, supervising,) or Content Area Tutoring as needs arise
- Participates in recruiting, registration, and retention events and initiatives throughout the year
- Instructs general education STEM courses, for potential additional compensation, during the academic year as opportunities arise
- Provide information sessions to students and parents to assist them in

Qualifications for academic coach

- Ability to relate effectively with students, institutional personnel, and the public
- A minimum of one year of relevant experience
- Experience working with students in a higher educational setting
- Experience delivering academic support initiatives, implementing academic interventions, or developing learning strategies
- Experience working with multi-cultural students and students with diverse backgrounds
- Two to three years staff experience in a client based, service-oriented environment