



Example of Academic Coach Job Description

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Our innovative and growing company is looking to fill the role of academic coach. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for academic coach

- Provide ongoing communication with, the high school community, program participants, and parents
- Provide financial aid and scholarship information and direct assistance in completing financial aid forms
- Provide information on how to apply to college and assist with the application process
- Provide support and referrals for students experiencing family, personal, or economic issues which may impact school performance
- Coordinate the logistics for
- Track progress of one-on-one meetings, group meetings, program activities and events
- Coordinate, train and supervise a group of peer mentors to support students across entry and advanced degree programs
- Recruit and schedule academic tutors to support student success
- Coach students individually and in groups to assist them in meeting their academic and professional goals
- Develop programs that improve life and academic skills, including learning strategies, time management, work/life balance, stress management

Qualifications for academic coach

- Ability to discern unique needs of individual learners and to address them accordingly

- Current and stay abreast of research in the field of academic and student affairs
- The ability to discern appropriate level of communication with multiple audiences and maintain confidentiality around complex and sensitive issues to be in compliance with applicable ADA, FERPA, SEVIS, and other applicable state, federal, University, and College of Professional Studies guidelines
- Have industry experience related to programs offered