



Example of Academic Coach Job Description

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Our company is hiring for an 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

- Work with international sponsored students to complete a prescribed Academic Coaching program, including a set number of meetings between the coach and student, a set number of meetings or activities outside the coaching partnership, and completion of various support materials by the student in difficulty
- Conducting group workshops and academic coaching of students in a group setting
- Assist in tracking performance measures by updating program student database
- Disseminate information regarding program services to the University through presentations, website, brochures and newsletter
- Coordinate participants' preparation for the Graduate Record Exam and testing schedule
- Monitors student academic progress key success metrics for identified students, and make intervention program adjustments to meet student needs
- Conducts small group online Student and Parent Resource Sessions on academic topics as scheduled
- Attend class with the scholars Monday-Friday
- Ensure that you are working collaboratively with the faculty
- Work actively with scholars to assist them in developing approaches that will lead to improved their college readiness

Qualifications for academic coach

- Ability to prioritize, make decisions in complex situations, be flexible and produce reports when needed
- Strong computer and technology skills, software experience
- Bachelor's degree in teaching or school administration
- Master's degree in Management or a related educational field
- Minimum 3-5 years' experience working in a service-oriented environment, teaching or university setting