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# Example of Academic Coach Job Description

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 understanding the benefits of the program

## 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