Our innovative and growing company is looking to fill the role of 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

- Participate in continual program evaluation and improvement within the Office of Student Support and Community Engagement
- Communicate with students and faculty to ensure timely progression to graduation
- Collect student feedback and data to continually improve student engagement services
- Meet with teachers and grade team leaders to ensure alignment between academic activities during the after school program and the school day
- Assist with the recruitment efforts to ensure that eligible participants are served each year of the program
- Provide academic counseling, coaching, and advocacy for participants including assessment of academic needs, creation of a student action plan, monitoring of academic growth, and appropriate interventions and referrals to additional services
- Plan and oversee educational seminars focused on preparing students for doctoral study
- Plan other educational activities
- Advise participants on locating and applying to research internships and/or other internships that will help them prepare for and become stronger applicants to graduate school programs
- Assist participants with financial and economic literacy, including financial planning for post-secondary education

- Regulatory Affairs in Science and Industry
- Government and Civic Engagement
- Master's degree in related field required with experience in higher education and/or college readiness
- A minimum of 2 years' experience with grant writing and managing grant funded program required
- Demonstrated knowledge in program development and project management
- Organizational and presentation skills, including workshop or program planning skills