



Academic Success Coach

GRADUATE ASSISTANTSHIP

STUDENT ACADEMIC SUCCESS CENTER

616-331-3588

www.gvsu.edu/

Under the general supervision of the Associate Director of the Student Academic Success Center, the Academic Success Coach will assist in the implementation of learning skills services for Grand Valley students. Major responsibilities include meeting with students individually to provide academic coaching, providing group workshops on learning skill topics and developing and supporting initiative that promote academic success to meet the needs of all Grand Valley students. The Academic Coach GA will also work with housing staff to provide support and services to on campus students through the North Campus Success Center.

OBJECTIVE

To foster student development and academic success through academic coaching and academic support programming for all Grand Valley students.

SKILLS DESIRED

- Presentation Skills
- Microsoft Office Knowledge and Background
- Social Media, Apps, and General Technology
- General knowledge of college student development theories and learning theory
- Education or counseling skills a plus

QUALIFICATIONS

Graduate student

Preferred Program:

College Student Affairs Leadership [or]

Adult and Higher Education [or]

Counseling

Must be available to work some evenings and weekends

Teaching/Education background preferred



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DUTIES

- Create and present academic success workshops for students on topics including: study habits, test taking skills and time management.
- Provide individual study skill support for Grand Valley students, which includes assessment of learning difficulties, development of a plan for improvement, and individual instruction on techniques and personal learning strategies.
- Teach at least one section of the Laker Strategies for Success (LSS 180) course for students on jeopardy of dismissal and academic probation.
- Work collaboratively with housing staff to provide academic success skill support and initiatives through the North C Success Center.
- Document data and evaluation regarding learning skill activities.
- Assist in providing supervision and direction to undergraduate student peer educators.
- Collaborate with other SASC and Grand Valley staff in providing learning skill services.
- Attend SASC staff meetings.
- Up-keep, contribute, and improve the learning skill service's website.
- Review and study literature on learning assistance and student development.
- Participate in professional development activities as possible.
- Manage, maintain, schedule, and organize presentation request forms through the learning skills website.
- Present or delegate presentation requests for student groups, resident assistants, and classes.
- Other duties as assigned by the Coordinator of Learning Skill Services.

SUPERVISION

The GA will be supervised by the Coordinator of Learning Skill Services, the Associate Director of the Student Academic Success Center. The GA will receive general department training as well as specific training as it relates to the learning skill services. The supervisor will meet at least once per week individually with the GA to discuss progress and allow for dialogue. The GA will be given the opportunity to observe learning skill sessions and workshops conducted by other AP and GA staff.



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