

Academic Success Coach GA

Student Academic Success Center (SASC)

Job Description

Under the general supervision of the Senior 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. This will include providing individual academic coaching, developing and presenting group workshops on learning skill topics, working closely with Housing and Residence Life staff to provide first year academic programming and providing guidance and supervision to the peer academic coaching program.

Specific Responsibilities:

- Provide individual academic coaching for Grand Valley student's which includes assessment of learning difficulties, development of a plan for improvement and then individual instruction on techniques and personal learning strategies.
- Present Academic Success Workshops for students on topics including: study strategies, test taking skills, goal setting, motivation and time management.
- Instruct and assist in the administration of the LSS 180 program (Laker Strategies for Success) for first year students on Jeopardy of Dismissal and Probation.
- Work collaboratively with Housing staff to provide academic success skill support through the North C Success Center.
- Document data regarding learning skill activities.
- Assist in providing supervision and direction to undergraduate student peer coaches.
- Collaborate with other SASC and Grand Valley staff in providing learning skill services and collaborations.
- Manage the social media outreach for SASC and academic support department.
- Attend SASC staff meetings.
- Contribute to the Learning Skill website.
- Review and study literature on learning theory and academic success coaching.
- Participate in professional development activities as possible.
- Other duties as assigned by the Senior Associate Director.

Qualifications:

- Graduate student in the College Student Affairs and Leadership, Adult and Higher Education or Counseling program preferred.
- General understanding of college student development theory and practice.
- Must be available to work some evenings and flexible schedule.
- Teaching, counseling, presentation skills and understanding of learning theory preferred. Teaching/Education background desirable.

Orientation/Supervision:

The GA will be supervised by the Senior Associate Director under the direction of the Assistant Vice Provost for Student Success within the Division of Student Affairs. The GA will participate in general department training as well as receive specific training as it relates to learning skill services. The supervisor will meet at least bi-weekly with the GA to discuss progress and allow for dialogue. The GA will be given the opportunity to learn about, observe and participate in other student success programming provided within the department and the throughout the university.