

## **Graduate – Academic Success Coach, Oliver Wilson Freshman Academy**

### **Job Description:**

The Oliver Wilson Freshman Academy is a support program that offers comprehensive and collaborative services to students who have demonstrated a strong potential for academic success in college and who are either from an underrepresented high school or the first in their families to attend college. During the admissions review process, the Admissions Office identifies students who would benefit from the services provided by the program. Each fall, appropriately 70-80 students are admitted and participate in the Oliver Wilson Freshman Academy Program.

This GA will work with individual students who part of the Oliver Wilson Freshman Academy program and assist them in personalized career planning and exploration, developing leadership skills, and building career-related skills while continuing to implement learning and academic success strategies. The GA will also work with students to help them make connections to other programs around campus, including the TRIO programs and programs housed in the Division of Inclusion and Equity.

### **Specific Responsibilities:**

- Provide academic coaching through regular individual meetings with program participants to assist them in their transition to college.
- Attend learning skills trainings and provide learning skills to participants.
- Initiate appropriate campus and community referrals for participants, including referrals to high impact learning experiences.
- Design and maintain a Social Media presence for participants in an attempt to build community and communicate information.
- Follow up with inactive participants.
- Plan and implement social and cultural activities for participants.
- Collaborate with other programs and develop a study table for participants, encourage participants to attend, maintain records of those that attended, and supervise study tables.
- Maintain walk-in coaching hours in the Student Academic Success Center.
- Maintain and analyze data.
- Research current trends and issues involved in providing services to “at risk” students and recommend program changes based on best practices.
- Create a peer mentor program for the above-mentioned students and supervise the peer mentors.
- Attend SASC staff meetings.
- Other duties as assigned.

**Qualifications:**

- Graduate student in the College Student Affairs and Leadership, Adult and Higher Education or Counseling program preferred.
- Previous experiences in working with diverse students, including cultural and economic diversity.
- General understanding of college student development theory and practice.
- Must be available to work some evenings and flexible schedule.