Academic Coach Position Description
The Center for Learning & Teaching

Academic Coach Qualifications:

- Minimum GPA of 3.0
- Strong interpersonal skills
- Experience using study skills
- Willingness to help others
- Must be reliable and responsible
- Two Roanoke College References
- Availability to work 5-8 hours per week

Academic Coaches at Roanoke College work with students through two venues:

1. **RC Success** - A freshman retention program through the Goode-Pasfield Center for Learning & Teaching. Its purpose is to assist freshmen on academic warning in their efforts to return to good academic standing by the end of spring semester. Academic Coaches are matched with 2-4 freshman on academic warning during the spring semester. AC’s will provide support to their students during their term of academic warning by conducting weekly meetings aimed at improving time management, organization, general study skills and motivation. The RC Success Program offers the following assistance to freshmen on academic warning:
   - Strategic advising
   - Required study hall (6-hour minimum)
   - A peer Academic Coach to facilitate study skills

The following are the main duties of an Academic Coach:

- Academic Coaches will be assigned 2-4 students
- Monitor 3-5 hours of study hall per week
- Facilitate individual academic coaching meetings that focus on study skills
- Help students identify study skills that need improvement
- Model an effective balance between academics and social life
- Help students with organization and time management
- Work with students to set and accomplish goals for the semester
- Make referrals to other campus resources when appropriate
- Make sure that students are meeting weekly requirements
- Encourage and support students to increase academic motivation
- Offer advice or suggestions based on personal experience
- Keep sensitive or privileged information confidential
- Positively represent the Center for Learning and Teaching and Roanoke College
2. **Academic Coaches by Appointment** - Academic Coaches are available to any Roanoke College student by appointment as “Study Skills Tutors.” Students can schedule appointments with an AC to work on specific tasks: time management, organization, test preparation, and other general study skills. This service is available during the fall and spring semesters to all students.

**To apply for the Academic Coach Position:**

- Complete the online application at [https://goo.gl/forms/FAnlYqtjNZGfUtN43](https://goo.gl/forms/FAnlYqtjNZGfUtN43)
- Submit two references through the reference link at [https://goo.gl/forms/JPacrU8u2eqOuAVd2](https://goo.gl/forms/JPacrU8u2eqOuAVd2)
  - Please note it is your responsibility to send the link to two appropriate references (faculty and/or staff at Roanoke College).
- Must be able to attend training on Sunday, November 11 from 10 a.m. - 4 p.m.
- Must be able to return to Roanoke College by Saturday, January, 12.
- Visit our webpage for more information at [www.roanoke.edu/academiccoaching](http://www.roanoke.edu/academiccoaching) (click on the “RC Success” tab and then select “Academic Coaching Application” from the pull-down menu).
- **Applications are due by Monday, October 1**