

WASHINGTON STATE UNIVERSITY
Academic Success and Career Center
POSITION DESCRIPTION

OFFICIAL TITLE	Graduate assistant (GA), Academic Success Coach
APPOINTMENT STATUS	January 3 rd , 2022 -May 13,2022.
ORGANIZATION	The Academic Success and Career Center (ASCC)
LOCATION	Lighty 180, WSU Pullman campus
BASIC FUNCTION	The Academic Success Coach - Graduate Assistant serves in retention and outreach activities to the students at Washington State University (WSU). Academic Success Coaches will act as resource agents, provide mentoring and be good role models. The Academic Success Graduate Assistant will: • Facilitate, multiple sections of a one credit-bearing undergraduate course titled <i>UNIV 250: Success in College and Beyond</i>. • Individual, one-on-one meetings with reinstated students on topics such as time management, note-taking, study strategies, goal setting, etc. • Serve as an Academic Success Coach to the general student population at WSU. • Academic coaches will present workshops on a variety of academic success topics at varying times throughout the day, evening, week, and weekends. • They will also help train our peer tutor/interns/mentors on academic coaching topics.
REPORTS TO	Coordinator of Academic Success, Academic Success and Career Center

MINIMUM QUALIFICATIONS

- Baccalaureate Degree or equivalent
- Current WSU graduate student in Educational Leadership, Community Counseling, Counseling Psychology, Cultural Studies and Social Thought, Human Development, Psychology or related field and current Washington State resident. (Must have submitted a completed FAFSA by the February 15 priority deadline).
- Maintain a full-time academic load (10 credits) and a 3.0 cumulative GPA for the duration of the assistantship.

- Demonstrated a commitment to serving students, specifically at-risk students.
- Strong written and oral communication and organizational skills.
- Self-starter, motivated, team player

PREFERRED QUALIFICATIONS

- Mentoring, academic coaching, tutoring or peer counseling experience
- Teaching and/or facilitating experience
- Ability to assist students in developing study skills and academic success strategies
- Motivate undergraduate students
- Demonstrated customer service experience
- Ability to relate to a variety of personality types and diverse groups of people
- Strong presentation skills
- Good interpersonal communication skills
- Ability to work independently
- Dependable and responsible
- Familiarity with WSU student service offices

COMPENSATION AND BENEFITS

Compensation includes a salary for 4.5 months (.5 FTE) and graduate student health insurance. The competencies the GA will acquire will help them to perform effectively as student affairs, or higher education professionals.

APPLICATION PROCESS

Apply for financial aid and request work-study finding on the FAFSA (Federal Application for Student Financial Aid) before the deadline. You must indicate your interest in a work-study award by checking the appropriate box of the FAFSA.

Submit the following to Alicia Petersen at the Center for Advising & Career Development, Lighty 180, or email as Word attachments to Alicia.petersen@wsu.edu.

- Cover letter detailing your interest in this position and highlighting any relevant experience
- Resume that includes your WSU student ID Number
- Names and contact information of three references

Application review will continue until the position is filled. Contact Alicia Petersen via email (Alicia.petersen@wsu.edu) if you have any questions.

POSITION RESPONSIBILITIES:

Course Facilitation (50%):

- Instruct an 8-week one credit-bearing course *UNIV 250:College Success and Beyond*
 - Will be responsible for teaching two or three sections each semester.
- Attend regular instructor meetings on course design, potential modification, and instruction techniques.
- Maintain an updated gradebook
- Provide timely feedback to UNIV 250 enrolled students.
- Appropriately refer students to resources on campus and in the community.

Academic Success Coach (25%):

- One-on-One Academic Coaching sessions with students
- Research, develop and implement new Academic Success Coaching methods and approaches based on best practices.
- Assist with reviewing, planning and developing materials for class, meetings, academic coaching program.
- Assist in evaluating and enhancing the delivery of service.
- Train and mentor academic Success coaches and tutors to help students from general University population on topics such as: time management, note-taking, exam preparation, goal setting, motivation, learning strategies, etc.
- Maintain notes on coaching sessions and quantity of students served.

Outreach Activities (15%):

- Present trainings/professional development to new and returning academic coaches/tutors
- Present Academic Success Workshops in the afternoons, evenings and potentially weekends.
- Participate in outreach/tabling events
- Evening/weekend hours may be required

Other (10%):

- All other duties as assigned

ESSENTIAL WORK COMPETENCIES

- Knowledge of basic duties and responsibilities of the position.
- Ability to empathize with student circumstances and needs.
- Advanced oral and written communication skills.
- Well-developed interpersonal skills with a demonstrated ability to work collaboratively with a wide variety of students.
- Ability to exercise professional judgment and leadership, including the ability to work. Independently but with consultation with the supervisor in multiple roles.
- Ability to work harmoniously and professionally with a diverse population and staff.
- Ability to prioritize and complete job assignments in a timely manner.
- Ability to perform multiple functions simultaneously.
- Skill in carrying out clearly defined procedures.
- Basic computer skills, proficiency using software programs including word processing, database spreadsheet programs, Power Point.
- Demonstrated ability to perform the essential functions of the job, with or without accommodation.

MENTAL REQUIREMENTS

- Ability to reason logically.
- Ability to communicate effectively both orally and in writing.
- Ability to effectively interact with people in a positive manner.
- Ability to apply technical knowledge.

- Ability to apply information in stressful situations.
- Ability to comprehend complex problems and reach reasonable conclusions.
- Ability to use mental skills to recall, analyze, and organize information and make complex decisions.

WORK CONDITIONS

- Work is performed primarily in an office setting.
- Occasional evening and weekend work may be required.

PHYSICAL REQUIREMENTS

- Must be able to operate desktop computer equipment and other office technology.
- Ability to travel across campus and access various types of buildings.
- Speech, visual, and hearing abilities that are sufficient to read and view written materials and effectively communicate and interact with WSU students and staff; in person, via email, and over the telephone
- Requires ability to carry workshop materials and supplies, assist in transporting material for events and activities

The position description reflects Washington State University's best effort to describe the essential functions and qualifications of the position. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract but rather to lay out the essential functions and qualifications of the position.