

# Peer Coach Job Description

<b>Job Title:</b>	<b>Peer Coach</b>
<b>Department:</b>	<b>Academic Achievement Center- Academic Coaching</b>
<b>Compensation:</b>	<b>\$9/hr</b>
<b>Status:</b>	<b>Part-time (up to 20-30 hours per week for on-campus jobs)</b>

## **Job Summary:**

The AAC is focused on making sure students have the tools and resources needed to reach their goals. Core programs in the AAC includes tutoring services, academic coaching, scholar services, student success courses, and the office of first-generation students.

Specifically, AAC Academic Coaching is a free service to all K-State students taking courses at K-State. Peer coaches meet with students one-on-one in the AAC Learning Lab. Conversations are focused on building academic skills, implementing academic success tools, and connecting to campus resources.

## **Job Responsibilities:**

- Assist students with academic skills
- Connect and refer students to other campus resources
- Attend regular Peer Coaching Professional Development sessions
- Support students in preparing for upcoming exams or projects and build good study skills or techniques
- Participate in presentations and projects as assigned

## **Qualifications:**

- Must be a Kansas State University student enrolled in at least 6 hours.
- Must maintain a cumulative GPA of 2.75 and be in good academic standing.
- Understand and believe in the mission of the Academic Achievement Center.
- Exhibit responsibility, positive attitude, confidence, flexibility, team orientation, strong energy levels, and excellent communication skills.
- Relate well with student and faculty/staff.
- Able to give and receive feedback.
- Demonstrate a desire to learn and grow.
- Organized.
- Demonstrate a willingness to develop self-awareness and build teamwork and helping skills.
- Enthusiastic about helping others.
- Understanding of students with different needs, interests, and abilities.