

# **Academic Achievement Center**

## **Graduate Assistant Job Description**

### **Graduate Student**

#### ***Academic Coaching***

### **Job Summary**

Academic Coaches work with all K-State students, especially students who are conditionally admitted to K-State and are assigned to the Academic Coaching program as an added layer of support for their first year on campus. Academic Coaching believes that through deliberate, one-on-one meetings, all students can build the capacity to achieve academic and personal success. This position offers opportunities for direct involvement/work with students in a coaching capacity. Responsibilities for this position will include outreach, coaching, workshop facilitation, administrative skills, professional development, and communication. The Graduate Assistant for Academic Coaching is expected to fulfill all duties listed below in addition to other duties as assigned.

Academic Coaching is a program of the Academic Achievement Center (AAC). The AAC is situated within the Office of the Vice Provost for Student Success. The Graduate Assistant position is supervised by the Managing Director of Academic Coaching.

### **Requirements**

Graduate students must be Kansas State University graduate students enrolled in a full course load of at least six credit hours but not more than 12 credit hours per semester. Compensation is for approximately 20 hours per week, with the understanding that there is fluctuation in demand depending on the time of the year and center needs. Some evenings or weekends are required, in addition to some holiday periods.

### **Remuneration and Benefits**

A stipend of \$9,890 paid on a bi-weekly basis for a 9-month appointment; In-state tuition rates (**not a tuition waiver**); Health insurance (please ask for details)

## Responsibilities

- **Supervision, Training, and Outreach**
  - Supports the development of tools and resources for internal program needs and outward facing workshops/presentations to grow greater campus-wide experience with Academic Success Tools and principles of Academic Coaching.
  - Supports the development of relationships with campus partners by serving on committees and functioning as a liaison between Academic and Student Life units as needed for information/resource sharing, and collaboration.
  - Outreach to required and elective student coaching participants utilizing KSU platforms for scheduling and communication.
  
- **Administrative**
  - Maintain accurate records of student interactions utilizing KSU platforms for information sharing and reporting.
  - Prepare data and report summaries related to both coaching activities and program outcomes for assessment purposes.
  
- **Professional Development**
  - Attends and participates in staff meetings and departmental professional development events
  - Plans and/or coordinates beneficial professional development opportunities
  
- **Communication**
  - Helps to coordinate schedules for events and meetings
  - Develops and distributes surveys to evaluate student/staff satisfaction with for unit continued improvement.
  - Communicates in a timely fashion to e-mails and other correspondence
  
- **Advising**
  - Academic Coaches utilize an individual, goal based coaching cycle where students self- identify areas of academic and personal need to focus on during one-on-one meetings. Individuals in this role draw from the program's Academic Success Tools and employ the use of powerful question to build a student's capacity to meet learning challenges as related to core areas of learning and personal success (time management, study skills, test-taking, communication, self-efficacy).
  - Creates a safe and welcoming space for program participants who come from a range of cohorts including undergraduate students who are required to

participate in Academic Coaching to students who elect to utilize coaching voluntarily as a resources to support them as they navigate learning challenges.

- Develops a rapport and positive asset-based relationship with students and are adept at assessing student strengths/need.
- Takes on a collaborative approach to student support and facilitate referrals to other on/off campus resources as needed.

### **How to Apply**

Please submit the following:

- Cover letter
- Resume or CV
- Contact information for three references
- Background check required if offered position

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