



Human Resources

Job Title: Peer Academic Coach Program Coordinator	FLSA Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
Reports to: Academic Counselor CAMP	Location:
Department: CAMP	Division:
Employment Category: Full-Time <input checked="" type="checkbox"/> Part-Time	Paygrade:

PRIMARY PURPOSE OF POSITION

The Peer Academic Coach Program Coordinator, with the assistance of the CAMP staff, will oversee peer coaching for the College Assistance Migrant Program (CAMP). Upper class CAMP students (coaches) will meet weekly with assigned freshman mentees during each semester. Topics range from academic to social transition issues. This is a great experience for graduate students interested in careers in higher education, first year programs, first generation students, and mentoring.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Recruit, hire, train and co-supervise a qualified pool of undergraduate Peer Academic Coaches Support students serving as Peer Academic Coaches to freshman
- Develop presentations and coaching materials for Peer Coaches
- Conduct training at the beginning of the semester and monthly during the semester
- Meet individually with Peer Coaches to assist them with developing personalized learning strategies for their mentees
- Work closely with CAMP professional staff to keep them informed of student's progress Organize regular (weekly, semi-weekly) meetings for Peer Academic Coaches
- Maintain program records, including attendance and notes about student progress Monitor Peer Coaches time and effort
- Conduct on-going needs assessments to identify areas for improvement
- Administer program evaluations to Peer Coaches to assess program success and modifications Attend regular CAMP staff meetings and trainings
- Perform other duties as related to CAMP and Peer Academic Coaching Program Position could be continued into Spring 2022

QUALIFICATIONS

- Bachelor's Degree. Currently enrolled Masters candidate in College Student Development program Prior experience in academic/student services helpful
- Familiarity with supervising college students
- Excellent verbal, written and interpersonal communication skills
- Ability to manage tasks and projects independently as well as collaboratively with a team Have a sincere desire and commitment to help undergraduate students
- Knowledge of migrant programs helpful Ability to work flexible hours
- Must be available 10-15 hours a week; compensation will range from \$23.09/hr. FA21 and SP22.
- Must possess the ability to successfully pass a criminal background check.

WORKING CONDITIONS

SCHEDULE: Must be available 10-15 hours a week;

PHYSICAL REQUIREMENTS

Physical strength/endurance to enable him/her to perform/participate in the following activities:

- Physically able to lift various materials up to 25 pounds on an occasional basis.
- While performing required job tasks, physically able to bend, crouch and reach continuously.
- While performing required job tasks, physically able to remain seated, frequently to continuously.
- While performing required job tasks, physically able to remain standing up to 15% of the time.
- Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

SUPERVISORY RESPONSIBILITIES

SUPERVISION RECEIVED: Supervised by Academic Counselor CAMP

SUPERVISION EXERCISED: General supervision none.

EXPECTATIONS

The incumbent is expected to have or possess:

- Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision-making skills as well as the ability to maintain integrity and confidentiality of data.
- Able to effectively communicate general information to University constituency, however, some situations may require the ability to relay complex or adverse information with tact and diplomacy.
- Knowledge of federal, state, and college regulations that govern the administration of the financial aid programs, and ability to use tools in conjunction with databases.
- Proficient in the use of Microsoft Office software (specifically, Word and Excel) as well as the ability to stay current with emerging office technologies.
- Ability to demonstrate strong organizational skills with the utmost attention to detail.
- Ability to display an enthusiastic personality with an affinity for teamwork and collaboration and a desire to support the team in achieving comprehensive goals.
- Initiate and answer telephone calls; screen and direct calls.
- Ability to accept supervision, assignments, change and correction.

- Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
- Ability to balance priorities to accomplish assigned tasks within the required time frame and to be able to shift quickly between several tasks without loss of continuity.
- Engage in meaningful and intentional professional development appropriate for areas of responsibility.
- Carry out all responsibilities and objectives in a professional manner.
- Maintain professionalism when dealing with all staff and other customers while fostering positive working relationships.
- Accept and render constructive criticism in a professional manner.
- The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds in accordance with the Holy Cross Mission.
- Adhere to the policies and procedures established by St. Edwards University

This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.

I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.

Employee (Print Name):

Date: _____

Employee (Signature):

Date: _____

HR OFFICE USE ONLY:	
Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Printed Name of Approver:	<i>Printed name of the person with the authority to approve the job description.</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>