Academic Success Coach
Position Description

Title: Academic Success Coach, Center for Student Success
Reports to: Director of Waino Wahtera Center for Student Success
Compensation: $10.25 per hour, minimum 4 hours per week
Appointment: Academic Year 2019-20

Position Summary:
The Academic Success Coaches in the Waino Wahtera Center for Student Success will serve as a resource for other students who are interested in developing skills that will benefit their academic, professional, and/or personal success. These coaches will meet with students individually with weekly scheduled appointments and be responsible for walk-in conversations.

Responsibilities:
● Provide one-on-one coaching related to academic success and personal and/or professional development; staff will be responsible for individual appointments and walk-in hours.
● Collaborate with Center for Student Success staff to provide appropriate academic plans and referrals for students working with the Center.
● Attend weekly staff meetings.
● Assist with in class and other Wahtera Center educational and/or awareness activities.
● Track contact with students using services.
● Willing and able to attend spring training on Saturday, April 6, 2018, complete summer Canvas training modules, fall training on Thursday, August 29, 2019 and/or Friday, August 30, 2019, and Safe Place training.
● Maintain confidentiality.
● May be assigned to serve in an outreach role to specific student populations (commuter, first-generation, etc.)

Essential Job Requirements:
Minimum Qualifications:
● The ability to convey information clearly and effectively to individuals.
● Excellent listening skills.
● A dedicated interest in supporting the success of other students.
● A encouraging, patient attitude.
● Previous coaching, tutoring, teaching or mentoring experience.
● Enrolled as a full-time undergraduate student for the fall semester.
● Have completed two semesters of academic work at Michigan Tech by the time appointment begins.
● Must have a minimum cumulative and semester grade point average (GPA) of 2.75 at time of application and maintain it throughout his/her time as a staff member.
● Must be free of any disciplinary sanctions imposed through the Office of Academic and Community Conduct.

Desirable Qualities:
● A strong understanding of Michigan Tech’s resources.
● Previous experience developing students in success skills areas (time management, study skills, using campus resources, working with faculty, prioritization, etc.).
● Previous learning center experience.

Contact Susan Liebau at slliebau@mtu.edu with any questions.

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