Title: Academic Success Coach, Center for Student Success
Reports to: Director of Waino Wahtera Center for Student Success
Appointment: Academic Year 2017-18
Compensation: $10.00 per hour, minimum 4 hours per week

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 the trainings that will be held on Saturday, April 7, 2018 and Thursday, August 30, 2018, and Safe Place training during spring semester and complete Canvas staff training over spring/summer semesters.
Maintain confidentiality.

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.
An 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.).

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

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