

<b>Job Title</b>	Academic Coach
<b>PVN ID</b>	BM-1608-001300
<b>Category</b>	Instruction and Social Service
<b>Location</b>	BOROUGH OF MANHATTAN C. C.

<b>Department</b>	
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$14.50-\$14.50
<b>Hour(s) a Week</b>	19.00
<b>Closing Date</b>	Oct 02, 2016 (Or Until Filled)

---

## General Description

Academic Coaching offers a structured, collaborative approach to support academic progress. Academic Coaches provide individualized guidance and ongoing feedback as they meet one-on-one with students during weekly sessions. Academic Coaches support students in time management skills to better utilize time, prioritize commitments and meet deadlines. Academic Coaches also help students study smarter by learning a wide assortment of active reading, test-taking, and task analysis strategies. Preferred candidates will have experience offering academic support to students at the collegiate or secondary education level.

### Academic Coaches help students in the following areas:

- Establishing and maintaining positive daily routines and habits
- Avoiding procrastination
- Setting and keeping priorities
- Orienting students to campus resources (such as Counseling, Registrar, Library, Career Center, Advising, Tutoring and other key resources).
- Developing strategies for breaking tasks into manageable steps
- Keeping track of class materials and making time to better organize them
- Assessing academic progress through regular check-ins
- Making mindful decisions and solving problems
- Taking and using class notes
- Actively reading and learning from your textbooks
- Preparing for exams
- Test taking and alleviating test anxiety
- Concentrating during study sessions

## Other Duties

---

**Some of the responsibilities of this role include:**

- Participate in both preliminary and on-going coaching trainings
- Meet weekly with each student in your caseload
- Performing an inventory of difficult areas during your initial meeting
- Documenting each coaching session
- Communicate any training needs or student concerns to supervising members of the Learning Resource Center
- Perform other duties as assigned

## **Qualifications**

---

Bachelor's degree required; two years' experience providing academic support services to high school or college students preferred.