

Job Title	Academic Coach
PVN ID	LE-1610-001455
Category	Instruction and Social Service
Location	LEHMAN COLLEGE

Department

Status	Part Time
Hourly Rate	\$12.00-\$15.00
Hour(s) a Week	9.00-15.00
Closing Date	Dec 18, 2016 (Or Until Filled)

General Description

STEM Academic Coach

Lehman College is seeking STEM Academic Coaches for a recently awarded 5-year grant: ***Pathways to Student STEM Success: Using High Impact Practices to Improve STEM Enrollment, Retention, Transfer and Graduation***. Academic coaches will focus on helping small groups of students to develop highly effective habits related to strategic thinking, problem solving, oral communication, and presentation skills. They will also work with faculty and staff to foster relationships and cross-campus support for their cohort of STEM students.

Pathways to Student STEM Success (PTS³) is a coherent and collaborative program that will engage senior and community college students in activities designed to build their social and cultural capital through: intensive advisement; mastery of academic content and skills; and participation in STEM activities that are central to STEM interest, efficacy, and success. PTS³ will also address administrative barriers that plague transfer students through joint planning and collaborative implementation with Bronx Community College (BCC) and Hostos Community College (HCC).

General Description:

- Must have an overall 3.0 GPA
- Work with a diverse population of students individually or in groups
- Attend required trainings, meetings, and workshops in order to maintain and increase coaching effectiveness and proficiency
- Meet individually with students weekly or bi-weekly to assess and address learning strengths and challenges in such areas as note taking, time management, test preparation, research, active studying, social adjustment, coping and stress management, etc.
- Assist students in developing short and long-term academic plans
- Knowledgeable of resources on campus to support student success and refer as needed
- Track student participation using the ISSP's Tutortrac software
- Develop program materials

- Fulfill other responsibilities as outlined by the STEM Academic Support Coordinator/ISSP Director/Staff Team Leader

Other Duties

Qualifications

- 45 or more credits earned preferred
- Excellent communication and interpersonal skills
- Good organizational skills
- Ability to maintain confidentiality