

CFL Peer Academic Coach Position Description

2021-2022

The Center for Learning is hiring 4 Peer Academic Coaches (PAC) for the 2021-2022 academic year. A Peer Academic Coach (PAC) will help create a positive, inclusive learning community within first-year residence halls and with first-year commuter students. The PAC role includes hosting study groups, promoting study skills and strategies, and recommending CFL and campus resources. PACs will work an average of 10 hours per week during each academic quarter.

Three Peer Academic Coach positions are available for students who are interested in living in campus residence halls. These on campus PACs will be assigned to live in a first-year residential area (Arnett, Ashton, or Moyer) and focus their work on that community. A fourth Peer Academic Coach will be assigned to work with first-year commuter students and will focus their work on connecting with the commuter student population.

PACs must exhibit:

- Strong interpersonal skills
- A commitment to equity and inclusion
- The willingness to reflect on their past academic experiences
- The ability to recommend academic tools and strategies to their peers
- In addition, a PAC must hold and maintain an overall GPA of 2.75 or higher and must be in good standing with the university.

Compensation:

- Residence Hall PAC
 - Annual Leadership Scholarship: \$1500/Year (distributed as \$500/Quarter)
 - Housing Subsidy: covering ½ of Residence Hall expense (\$3714 annually, distributed quarterly)
 - PACs will be required to purchase a block meal plan.
 - PACs may sign up for housing with a currently enrolled SPU student. If a PAC chooses not to sign up with a current student, then a roommate will be assigned to them.
- Commuter PAC - \$17 an hour (10 hours a week)

To apply:

- Complete Application questions
- Submit an Academic Skills Reference form
- Submit an Interpersonal Skills Reference form

Deadline to apply is Monday, April 12, 2021.

Job Responsibilities

1. Initiate conversations with students about time management and promote active study strategies
2. Foster learning communities by hosting weekly study rooms (both general and subject specific)
3. Facilitate presentations on academic skills (supported by professional staff and other Peer Academic Coaches) in residential area or in lounge spaces on campus for commuter students
4. Refer students who need in-depth assistance for Academic Coaching appointments with professional staff member
5. Promote equity within our diverse learning communities
6. Represent CFL at campus-wide events
7. Reinforce active study strategies by:
 - Creating and publishing content on hall academic social media accounts
 - Creating passive programming (posters, bulletin boards, etc.)
8. Work 4-hours per week staffing the front desk of the residence hall where the PAC lives. (On campus PAC Only)
9. Attend weekly supervision with CFL staff and Peer Academic Coaches
10. Participate in ongoing training
11. Contribute to the residential community in positive ways
12. Be responsible for other related tasks, as assigned

Required qualifications:

1. Live in a designated campus residence hall (Arnett, Ashton, Moyer) for the entire 2021-2022 academic year. (On Campus PAC)
2. Be a full-time enrolled undergraduate student living in proximity to campus, with the ability to come to campus for PAC-related activities for the entire 2021-2022 school year. (Commuter PAC)
3. Commitment to learning and academic growth.
4. Strong interpersonal communication skills and comfortable with public speaking
5. Desire to foster learning in residential and group context and help peers make connections to learning and campus resources
6. Commitment to promoting equity and inclusion
7. Be in good academic and behavioral standing with the university. Must have and maintain a minimum 2.75 GPA