



Bridge Scholars PLUS

Bridge Scholars PLUS Peer Academic Coach

Job Summary

Bridge Scholars PLUS is a first-year experience program for Summer Bridge Scholars students who have a desire to continue their participation in the Bridge learning community. Each Bridge Scholars PLUS student selected will be placed in a cohort and assigned to a Peer Academic Coach. The Peer Academic Coach role is to promote academic and social transition, academic success, experiential learning, and major exploration.

Peer Academic Coaches will connect with Scholars on a regular basis to review academic and co-curricular goals, and to explore new learning approaches to encourage success. Peer Academic Coaches are knowledgeable about the college and their major and are trained to help Scholars with specific academic concerns that may arise during the term. They will guide Scholars to academic support resources and encourage them to visit their Academic Advisors, office hours of professors, and key staff and offices on campus. Peer Academic Coaches work to increase scholars' success as they matriculate to graduation. Peer Academic Coaches receive supervision from the Assistant Director of Academic Programming & Student Development.

Job Responsibilities

- Each Peer Academic Coach will be assigned a cohort of 2-3 Scholars interested in the area of study that the Peer Academic Coach has declared
- Meet one hour a week with each assigned Scholars individually
- Co-facilitate ALA 170 (must concurrently enroll in ALA 471 - 3cr, graded) or Co-facilitate winter 2020 CSP 101 course on Mondays from 3:00 -4:00pm
- Help Scholars structure the rest of their term in a way that promotes academic success
- Help Scholars troubleshoot academic issues and connect them with academic material, faculty, and professional staff and resources as needed
- Assist Scholars with time management, study skills, goal setting, self-exploration and decision making skills as a means of personal and academic success
- Develop individual academic success contract with Scholars
- Ensure privacy to Scholars



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- Connect Scholars to academic and student life resources and services as needed
- Serve as a teaching assistant for the Bridge Scholars PLUS section of CSP 101
- Serve as a chair or co-chair of a Bridge Scholars PLUS committee for the fall and winter semester
- Routinely review the following coaching topics:
 - Effective study techniques (developing a study schedule)
 - Managing time and energy (including daily routines)
 - Reading strategies and concentration
 - Note taking and preparing for tests
 - Test taking and stress reduction
 - Enhancing self-esteem and self-advocacy skills
 - Balancing academic and social demands

Qualifications

- Undergraduate student with at least Junior standing (55 credits) by the end of winter term, 2019
- Minimum 3.0 cumulative and/or major grade point average
- Winter semester grade point average must be in good standing (i.e., 2.0 GPA or higher with no probation or special probation status)
- Must be able to commit to the position for the duration of the fall 2019 and winter 2020 semesters and intend to graduate no sooner than winter 2020

Compensation

- \$10 per hour of approved time worked on a bi-weekly basis

Time Commitment

- 6-10 hours per week

Important Information

Peer Academic Coaches are *not* Academic Advisors, tutors, or instructors and cannot do the following:

- Advise Scholars on what courses to take, how to design or plan their degree program, or other issues related to degree completion. All degree planning questions must be referred to the Scholar's CSP Academic Advisor



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Reach out to the Scholar's instructors about course-related issues on the Scholar's behalf. Student/instructor issues should be handled by the Scholar or their Academic Advisor

- Assist and/or counsel a Scholar with any aspect of their financial aid and/or financial obligations with the university. Scholars must be referred to the Office of Financial Aid, or the CSP office to meet with a Financial Aid counselor
- Complete assignments, projects, papers, etc. for any Scholars

How to Apply

Interested students should email the following to 2019_Pe.9vbk42zr3c98vdaa@u.box.com by **March 1, 2019 at 11:59 p.m.**

- Cover letter (*New Candidate*)
 - Address why you are interested in the position
 - What skills will you bring to the position
 - Discuss if you have had experience as a chair or co-chairing a student organization or committee. If so, what skills did you gain that will benefit you within the position as a committee chair.
- Cover letter (*Returning Peer Academic Coach*)
 - Address why you are interested in the position
 - Why you would like to return next year
 - What skills have you gained from the job
 - Things you could have done better, and how you plan to improve next year
- Resume