



Success Coach Position Description (2020-2021)

Academic Success Coaching is an interactive process that empowers students to get from where they are now to where they want to be. The Success Coach is a peer that students can make 1:1 appointments with to help build more general skills for success. Success Coaches meet with students to help them develop skills in effective study strategies, time management, goal setting, connecting with campus resources, motivation, and more. Even if students are not sure why they are struggling to meet their academic goals, Success Coaches can help identify and overcome challenges to create a foundation for success in college.

Success Coaching is not academic advising, personal counseling, a disciplinary meeting, or one on one tutoring for a particular course.

As a part of [Academic Support Programs](#), we are housed in Mary Gates Hall within Undergraduate Academic Affairs (UAA). All coaching activities are mainly held in Mary Gates Hall during the academic year. Currently, we are working remotely and available online. All coaching will take place online via Zoom and phone appointments throughout Fall Quarter 2020. Academic Success Coaching's hours of operations are 9 am- 9 pm, Monday through Friday.

Academic Success Coaching is available for all undergraduate and graduate students at UW. We support students from various majors, programs, and backgrounds. We focus on providing holistic support to students wherever they are at. Our coaches emphasize the process of learning and skill building alongside one another. We value teamwork and strive to develop a growth mindset in the students with whom we work with.

Within Academic Success Coaching, we strive to create a diverse academic environment that is inclusive of students and staff of different social, economic, cultural, ideological, racial and ethnic backgrounds. By doing so, we hope to foster a sense of community among our students and staff.

In addition to meeting with students, Success Coaches also present study skills workshops for all UW students. Other projects include creating various resources and connecting with campus partners to support students from various backgrounds and majors. While striving to support students across campus, we collaborate with campus partners such as the Center for International Relations & Cultural Leadership Exchange (CIRCLE), the Office of Minority Affairs & Diversity (OMA&D), First Year Programs (FYP), Reinstatement Committee, Advising, and more. With this, we have specific coaching positions available that work closely with these campus partners and student populations.



Qualifications:

- Ability to manage time and balance academics and this position
- Excellent communication skills, dependable and reliable
- Ability to be flexible in working conditions
- Ability to work collaboratively and support team members
- Takes initiative and ability to be a problem solver
- Good listening skills and providing support to students wherever they are at
- Active participant in University of Washington community
- Culturally aware and conscious of diversity issues within student populations
- Not required but preferred: experience working with diverse student populations including but not limited to international students, students reinstated to the university, students struggling academically, or graduate students.

Expectations:

- Participate in coaching staff meetings, training sessions, and other work-related events
- Provide one-on-one support within coaching sessions
- Prepare for and present quarterly workshops and various presentations for campus partners
- Maintain proactive communication with supervisor, Lead Coach, and other coaches on staff
- Be able to work all assigned shifts with little coverage needed
- Be willing to support coaches and ASP team when needed
- Participate in outreach activities
- Other duties as assigned

Title/Pay Classification: Academic Success Coach

Application open: July 28

Priority deadline: August 15

Compensation: Current hourly rates are \$16.72/hour. These rates are subject to change according to contract guidelines.

How to apply: Apply through Handshake application. Please upload all required documents to the application (resume, unofficial transcript, and supplemental questions).

If you have any questions about the application process, please email botelhoa@uw.edu