

## **Academic Coach**

The life of a college student is often a busy one where multiple courses, assignments, co-curricular activities, part-time jobs, and other commitments compete for time. For students committed taking a proactive approach to their academic goals, the Academic Success Center's Academic Coaching Program 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 honing 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 Coach Job Description**

**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, Babson Library, Career Center, Advising 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

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

- Participate in both preliminary and on-going coaching trainings
- Meeting weekly with each students for roughly an hour
- Performing an inventory of difficult areas during your initial meeting
- Documenting each coaching session
- Communicate any training needs or student client concerns to supervising members of the Academic Success Center's staff.
- Perform other duties as assigned

Successful applicants for this position need to be in good academic standing. Graduate students currently in their program need a cumulative 3.0 GPA or higher and new graduate students need a cumulative 2.5 GPA or higher. Candidates who are interested in applying should send their resume and cover letter to the Director of the Academic Success Center via email: [awilcox@spfldcol.edu](mailto:awilcox@spfldcol.edu) or mail:

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