Academic Advantage Coach Qualifications and Job Description

Coach Qualifications and Qualities
- an overall GPA of 9.0 (B+) or higher, on a 12.0 scale
- experience with coaching, tutoring, or mentoring
- tutoring in writing or experience assessing writing (e.g. TAship) an asset
- excellent rapport-building and listening
- initiative and self-motivation
- strong interpersonal and communication skills
- Carleton students entering 3rd year and graduate students are eligible to apply

Coach Role
- to act as a program ambassador throughout the year, convincing students to try coaching and return for repeat sessions
- to coach students one on one as they engage in academic tasks such as reading & writing though face to face, telephone and email coaching:
  - to guide individual students as they learn how to learn, while integrating relevant and practical study skills
  - to work collaboratively with students in coaching sessions, while keeping the onus for learning on the student to work through challenges and find answers
  - to provide an encouraging and positive environment for learning, scaffolding tasks and celebrating successes
- to serve as an academic role model for students

Coach Duties (approximately 7 to 10 hours per week)
- attend pre-service training sessions for CIE academic coaches in late August
- There will also be weekly mandatory training sessions each semester (Fridays at 1:30 pm).
- to do outreach information sessions on coaching in ESP/AESP First Year Seminar classes and/or Workshops
- coach CIE ESP students one-on-one
- follow up with students by email and phone as required
- participate in ongoing communication with students to encourage uptake of coaching
- maintain contact with First Year Seminar course instructors as required
- collaborate with AAP Coordinator, as well as ESP/IESP mentors and facilitators as required
- maintain coaching and attendance records as required
- check on-line booking calendar (Acuity) daily (Mon-Fri) for appointments
- write a report on coaching each semester

Note: The hourly rate of pay starts at $22.00 for coaches.