Academic Coach Qualifications and Job Description 2023-2024

The Enriched Support Program (ESP) at Carleton University supports first-year students:
- whose high school grades and performance do not represent their academic potential;
- who would like more academic support as they begin their studies; and/or
- who have taken time away from school and wish to start university in a supported environment.

ESP students enrol in university credit courses, while benefiting from learning supports. One of these supports is Academic Coaching, which is based on a model of students supporting students while they learn. Coaches meet with students one-on-one for tutoring.

| Coach Role | to tutor at-risk students first-year students one-on-one with academic tasks doing reading, writing, lab reports, math solutions, etc. in-person and/or in a virtual setting, using video conferencing (Zoom), telephone and email:  
  - guiding individual students as they learn how to learn, while integrating relevant and practical study skills  
  - working collaboratively with students in coaching sessions, while keeping the onus for learning on the student to work through challenges and find answers  
  - referring students to a variety of resources across the university  
  - providing an encouraging and positive environment for learning, scaffolding tasks and celebrating successes  
- to act as a program ambassador throughout the year by recruiting ESP students to use coaching regularly  
- to serve as an academic role model for students |
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| Duties | attend pre-service Academic Coach training sessions Aug. 30, Aug. 31 and Sept. 5, 2023  
- participate in regular in-person, mandatory training sessions (Fridays 3-4 pm)  
- coach ESP students one-on-one in-person or using video conferencing software, telephone or email  
- hold outreach information sessions on coaching in first-year university classes; online classes may require presentations using Carleton University learning management software (Brightspace)  
- participate in ongoing communication with students to encourage uptake of coaching  
- maintain contact with course instructors as required  
- collaborate with the Coaching Coordinator, coaches, mentors and facilitators, as required  
- maintain detailed coaching and attendance records using Excel  
- use online booking calendar (Acuity) to set hours and check for appointments  
- submit timesheets bi-monthly  
- write reports as required |
| Qualifications and Qualities | strong interpersonal and communication skills  
- initiative and self-motivation  
- discretion and tact in handling sensitive student information  
- attention to detail and accuracy  
- thorough academic content knowledge |
### Other Job Requirements
- an overall GPA of 9.0 (B+) or higher, on a 12.0 scale
- experience with coaching, tutoring, and/or mentoring youth is an asset
- writing coach positions: tutoring in writing or experience assessing writing (e.g. TAship) is an asset
- Carleton students entering their third year of undergraduate studies and above are eligible to apply
- must be a full-time student in the 2023-2024 academic year

### Hours
- approximately five to seven hours per week
- hours may be reduced during academic breaks and exam periods

### Remuneration
- pay starts at $22.00/hour, including all time spent in pre-service and in-service training

### How to Apply
- prepare the following five application pieces:
  1) Your resume (one to two pages)
  2) Cover letter (one to two pages), making sure to include the follow information:
     - What experiences have you had helping others learn (both academically and non-academically). Be specific.
     - What personal qualities and skills do you have that would make you a strong academic coach?
     - How would this position potentially support your future academic and career goals?
  3) Contact information for one academic reference and one employment reference (former ESP students: please include non-ESP references only)
  4) A recently marked academic paper that you believe represents your academic strengths with the graders’ comments and the grade
    - NOTE: This is not required for applicants for the Computer Science/Math Coach, Chemistry/Math Coach, or Business/Economics coach positions.
  5) An unofficial transcript or academic record from Carleton Central.
- Complete [our online application form](#) by no later than May 17, 2023 @ 8:30 a.m.

### Additional Notes
- Only those candidates selected for an interview will be contacted. Interviews will take place in May 2023.
- The ESP Academic Coaching Program is a proud partner with Carleton University’s [ACT to Employ](#). We encourage students with disabilities to apply to this position. For more information on ACT to Employ, students can contact [Jenna Lambert](mailto:jenna.lambert@carleton.ca).
- Questions? [Academic.Coaching@carleton.ca](mailto:Academic.Coaching@carleton.ca)
  - Beth Hughes, Academic Coaching Program Coordinator
  - Natalie McInnis, Academic Coaching Program Administrator