Academic Coach Qualifications and Job Description 2024-2025

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, such as 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

### Duties
- attend pre-service Academic Coach training sessions **Aug. 28, Aug. 29 and Sept. 3, 2024**
- participate in regular in-person, mandatory training sessions (**Fridays 3-4:30 pm**)*  
  
  *Note: religious accommodations are possible*
- 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 ESP course instructors as required
- collaborate with the Coaching Coordinator, coaches, mentors and facilitators, as required
- maintain detailed coaching and attendance records using Excel
- use the online booking calendar (Acuity) to set hours and check for appointments
- submit timesheets bi-monthly using Excel
- 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  
• tutoring of writing or experience assessing writing (e.g. a TAship) is an asset for Coach writing positions  
• a minimum of third year standing or above in Carleton undergraduate studies  
• full-time student status throughout the 2024-2025 academic year |
| **Hours** | • approximately ten hours per week  
• hours may be reduced during academic breaks and exam periods |
| **Remuneration** | • pay starts at $23.00/hour (plus 4% vacation pay), including all time spent in pre-service and in-service training |
| **How to Apply** | • prepare the following five application pieces:  
  □ **Your resumé** (one to two pages)  
  □ **Cover letter** (one to two pages), making sure to include the follow information:  
    o What experiences have you had helping others learn (both academically and non-academically). Be specific.  
    o What personal qualities and skills do you have that would make you a strong academic coach?  
    o How would this position potentially support your future academic and career goals?  
  □ **Contact information** for one academic reference and one employment reference (former ESP students: please include non-ESP references only)  
  □ **A recently marked academic paper** (with the graders’ comments and the grade) that represents your academic strengths  
    o Note: this paper is not required for applicants for the Computer Science/Math Coach, Chemistry/Math Coach, or Business/Economics Coach positions.  
  □ **An unofficial transcript or academic record** from Carleton Central.  
• Complete **our online application form** by April 11, 2024 @ 11:59 pm EST.  
• Please **let us know** if you require accommodations for any of the application pieces |
| **Additional Notes** | • Only those candidates selected for an interview will be contacted. Interviews will take place in May 2024.  
• **Applicants who are ACT to Employ eligible** should indicate this on their application form. For more information on ACT to Employ, please contact **Jenna Lambert**.  
• **Applicants who are Work Study eligible** should indicate this on their application form.  
• Questions? **Academic.Coaching@carleton.ca**  
  **Beth Hughes**, Program Coordinator - Academic Coaching  
  **Natalie McInnis**, Program Administrator - Academic Coaching  
• The ESP was founded to foster university access for everyone, including those from under-represented groups. As part of our commitment to a more equitable, diverse, and inclusive campus community, we actively encourage applications from racialized and Indigenous students, 2SLGBTQ+ students, neurodivergent students, students with disabilities, students of all ethnicities, and students from working-class backgrounds.