

Academic Coach Qualifications and Job Description 2025-2026

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	<ul style="list-style-type: none"> • to tutor at-risk, 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: <ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> • <u>attend pre-service Academic Coach training sessions Aug. 27, Aug. 28 and Sept. 2, 2025</u> • <u>participate in regular in-person, mandatory training sessions (Fridays 3-4:30 pm)*</u> <i>*Note: religious accommodations are possible</i> • coach ESP students one-on-one in-person or occasionally using video conferencing software, telephone or email • hold outreach information sessions on coaching in first-year university classes • 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	<ul style="list-style-type: none"> • 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 • good knowledge of Carleton University student life, student resources, and processes for things like student bursaries, student aid applications, tech support, exam deferrals, etc.

Other Job Requirements	<ul style="list-style-type: none"> • 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 • completion of at least one year's study at Carleton University • full-time student status throughout the 2025-2026 academic year
Hours	<ul style="list-style-type: none"> • approximately eight hours per week • hours may be reduced during academic breaks and exam periods
Remuneration	<ul style="list-style-type: none"> • pay starts at \$23.00/hour (plus 4% vacation pay), including all time spent in pre-service and in-service training
How to Apply	<ul style="list-style-type: none"> • prepare the following five application pieces: <ul style="list-style-type: none"> <input type="checkbox"/> Your resumé (one to two pages) <input type="checkbox"/> Cover letter (one to two pages), making sure to include the follow information: <ul style="list-style-type: none"> ○ 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 could this position support your future academic and career goals? <input type="checkbox"/> Contact information for one academic reference and one employment reference (former ESP students: please include non-ESP references only) <input type="checkbox"/> A recently marked academic paper (with the graders' comments and the grade) that represents your academic strengths <ul style="list-style-type: none"> ○ Note: this paper is <u>not required</u> for applicants for the Computer Science/Math Coach, Chemistry/Math Coach, or Business/Economics Coach positions. <input type="checkbox"/> An unofficial transcript or academic record from Carleton Central. • Complete our online application form by May 9, 2025 @ 11:59 pm EST. • Please let us know if you require accommodations for any of the application pieces
Additional Notes	<ul style="list-style-type: none"> • Only those candidates selected for an interview will be contacted. Interviews will take place starting in April 2025. • Applicants who are Work Study eligible should indicate this on their application form. • 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 IESP eligible should indicate this on their application form. For more information on ISEP, please contact ISEP@cunet.carleton.ca • 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, 2SLGBTQIA+ students, neurodivergent students, students with disabilities, students of all ethnicities, and students from working-class backgrounds.