



IESP Academic Coach Qualifications and Job Description

Hours: Varied. Approximately 5-10 hours per week

Note: The hourly rate of pay starts at \$22 per hour

Overview

The Indigenous Enriched Support Program (IESP) is an alternative pathway program for Indigenous students interested in pursuing post-secondary studies in a culturally responsive environment, and who may not meet the traditional requirements for entrance into a degree program at this time. IESP students enroll in university credit courses, while benefiting from learning supports. One of the supports available to IESP students are Academic Coaches, which is based on a model of students supporting students while they learn. Coaches meet with students for one-on-one academic support and tutoring.

Academic Coaching Role

Academic coaches will tutor at-risk students in the IESP. Coaches will provide one-on-one support in the areas of reading, writing, lab reports, etc. in an in-person and/or a virtual setting, using video conferencing (Zoom), telephone, and email.

Coaches will guide individual students as they learn how to learn in a post-secondary environment, while integrating relevant and practical study skills. They will work collaboratively with students in coaching sessions while keeping the onus to learn on the student to work through challenges and find answers. Coaches will refer IESP students to appropriate resources across the University and will provide IESP students with an encouraging and positive environment for learning, scaffolding tasks, and celebrating successes.

Coaches will also be responsible for acting as an ambassador throughout the year by recruiting students to use their coaching services regularly, and will serve as an academic role model for the students.

Duties

- Attend pre-service Academic Coach training sessions August 1, September 1, and September 6, 2022.
- Participate in regular mandatory training sessions each term in person and/or online
- Coach IESP 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).
- Maintain ongoing communication with students to encourage uptake of coaching services.
- Liaise with course instructors as required.
- Collaborate with the coaching coordinator, coaches, mentors, and facilitators, as required.
- Maintain detailed coaching and attendance records using Excel.
- Utilize the online booking calendar (Acuity) to set hours and check for appointments.
- Complete reports as required.

Qualifications and Requirements

- An Indigenous Carleton student entering their third year of studies or above in good standing.
- An overall GPA of 9.0 (B+) or higher on a 12.0 scale.



- Full-time student in the 2022-2023 academic year (three or more courses per term).
- Knowledge of indigenous experiences in Canada, particularly in the context of education
- Experience with coaching, tutoring, and/or mentoring youth is an asset.
- Tutoring in writing or experience assessing writing is an asset.
- Strong interpersonal and communication skills.
- Excellent organizational and time management skills.
- Initiative and self-motivation.
- Discretion and Tact in handling sensitive information.
- Attention to detail and accuracy.
- Knowledge of resources available to students on and off-campus
- Approachable, friendly, and non-judgmental
- Open to feedback and learning

To Apply

Please prepare the following documents:

- Your resume.
- Cover letter including the following information:
 - What experience you have helping other learn (both academically and non-academically).
 - 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?
- Contact information for one academic reference and one employment reference.
- A recently marked academic paper that you believe represents your academic strengths with the grader's comments and the grade.
- An unofficial transcript or academic record from Carleton Central.
- A completed application form.

Additional Notes

The deadline to apply for this position is **Tuesday, May 24th, 2022**. Only those candidates who have been selected for an interview will be contacted. Interviews will take place in late May 2022.

Please contact iesp@carleton.ca with any questions regarding this job posting.