

## **ASC Special Graduate Assistant: Academic Coach**

The Academic Success Center's Special Graduate Assistants perform a number of essential functions. They act as Academic Coaches, Center Monitors and Test Proctors when needed, as well as supports the administrative needs of the Center and its Core Services. Special Graduate Assistants for the Academic Success Center work **15 hours per week** for **30 weeks** at a rate of **\$10.00** per hour.

### **Academic Coach Job Description**

**Academic Coaches in the ASC enter into an on-going collaboration with their student clients. Academic Coaches help students in the following areas:**

- Establishing and maintaining positive daily routines and habits.
- Avoiding procrastination.
- Setting and keeping priorities.
- Developing strategies for breaking tasks into manageable steps.
- Keeping track of class materials and making time to better organize them.
- Making mindful decisions and solving problems.
- Taking and using class notes.
- Actively reading and learning from your textbooks.
- Preparing for exams.
- Test taking and alleviating test anxiety.

**Some of the responsibilities of this role include:**

- Assessing academic progress through regular check-ins.
- Participate in both preliminary and on-going coaching trainings.
- Meeting weekly with each student for roughly an hour.
- Performing an inventory of difficult areas during your initial meeting.
- Documenting each coaching session using a given format.
- Communicate any training needs or student client concerns to supervising members of the Academic Success Center's staff.
- Perform other duties as assigned.

### **Center Monitor Job Description:**

**Staff members who have the additional duty of Center Monitors for room 109 have the following responsibilities:**

- Greet students and answer their questions. If a student arrives with questions and the other staff members are busy or absent, please make the student feel welcome and offer assistance to the best of your ability.
- Help connect visiting students to the appropriate resources within the Academic Success Center and other departments on campus.
- Monitor the space to make sure it remains an effective study environment.
- Overseeing the Center's equipment and space.
- Opening and closing the ASC as needed.
- Act as a **Test Proctor** by performing a variety of tasks related to the operation of Learning Support Services testing accommodations.
- Perform other duties as assigned.

Successful applicants for this position need to be in good academic standing. Graduate students currently in their program need a cumulative 3.0 GPA or higher and new graduate students need a cumulative 2.5 GPA or higher. Candidates who are interested in applying should send their resume and cover letter to the Director of the Academic Success Center via email or mail: [awilcox@spfldcol.edu](mailto:awilcox@spfldcol.edu)

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**[Spring 2008 Application Deadline is May 1, 2008.](#)**

**If you have any questions, please contact Andrew Wilcox, the Director of the Academic Success Center, at 413-748-3720 or [awilcox@spfldcol.edu](mailto:awilcox@spfldcol.edu)**