

# University of Central Florida Student Academic Resource Services Academic Coaching Positions

**15 positions open for spring 2015**

## Position Description:

These positions will report to the Student Academic Resource Center (SARC) and partner with the office of First Year Advising and Explorations (FYAE) and the Sophomore and Second Year Center (SSYC) as part of a new academic support initiative. Academic Coaches will work with First Time in College (FTIC) students to help them develop academic skills and provide encouragement to them to strive for optimum levels of academic success. Specifically, Academic Coaches will assist students with time management, organization, study skills, and campus engagement.

## Specific Responsibilities:

- Meet regularly with students in assigned cohort
- Monitor students' progress by keeping track of course assignments
- Efficiently monitor and assist students with time management
- Assist students with goal setting and attainment
- Complete reports
- Promote the use of academic online resources
- Assist with special projects and programming—outreach
- Maintain communication with supervising staff members

## Preferred Qualifications:

- Can work 15- 20 hours per week and available for training in November, 2014
- Possess strength in the areas of organization, communication, time management, study skills, and interpersonal skills
- Excel at working with students and managing varying personalities in a thoughtful, productive manner
- Be enrolled as a full-time student at UCF
- Maintain a GPA of 3.0 or higher

To Apply: Email cover letter, resume, and two references (at least one UCF staff or faculty member) to [Teagan.Sullivan@ucf.edu](mailto:Teagan.Sullivan@ucf.edu). Questions can be directed to Ms. Sullivan at (407) 823-4861. Review of applications will begin on 10/13.