
Auburn University Job Description

Job Title:	Academic Coach	Job Family:	No Family
Job Code:	AE98	Grade 32:	\$35,000 - \$58,400
FLSA status:	Non-exempt		

Job Summary

Provides professional, individualized academic coaching services to students with learning differences and executive functioning challenges.

Essential Functions

1. Assists students in developing organizational, time management and study skills by providing tangible strategies and tools in order to help the student successfully navigate the transition from secondary to post-secondary education.
2. Meets with students one on one to provide support, encourage accountability, and develop critical thinking skills and self-awareness.
3. Develops and teaches effective study skills and strategies to encourage academic success.
4. Assists students in determining short and long term academic goals to enhance academic skill development.
5. Monitors students grades, as reported by the student and on Canvas to assist students in reaching their personal grade goals.
6. Helps students understand university policies and how they apply to their academic progress.
7. Coaches students on effective and professional communication with faculty and staff.
8. Educates students on university resources and refers students as needed.
9. Attends training and professional development opportunities to enhance academic coaching skills.
10. Maintains consistent and comprehensive records and files for tracking and data analysis. May perform other duties as assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Master's Degree	Masters degree in Psychology, Education, Rehabilitation Counseling, or related field.
Experience (yrs.)	1	Experience advising and counseling students. Preferred experience working with individuals with disabilities especially those with Autism Spectrum Disorder.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of concepts, practices, and procedures regarding learning strategies and understanding of college student development and experiences.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires standing, walking, sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires reaching, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 2/6/2019
