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## Auburn University Job Description

Job Title: **Academic Coach**

Job Family: No Family

Job Code: **AE98**

Grade SR06: \$34,500 - \$ 51,800

FLSA status: Exempt

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### Job Summary

The Academic Coach provides professional, individualized academic coaching services to students with learning differences and executive functioning challenges.

### Essential Functions

1. Counsels 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. Provides guidance to students in determining short and long term academic goals to enhance academic skill development. Monitors students grades, as reported by the student and on Canvas to assist students in reaching their personal grade goals.
5. Advises students on university policies and how the policies apply to their academic progress. Educates students on university resources and refers students as needed.
6. Coaches students on effective and professional communication with faculty and staff.
7. Attends training and professional development opportunities to enhance academic coaching skills.
8. Maintains consistent and comprehensive records and files for tracking and data analysis.
9. May teach a UNIV course or workshops for neurodiverse students.
10. May support the SKILL Program Director in administrative and academic support tasks. May develop curricula and programming for SKILL students and staff.
11. May support the Office of Accessibility by participating in staff meetings, workshops, trainings, and campus events such as Camp War Eagle.
12. Performs other related 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>
<b>Education</b>	Master's Degree	Masters degree in Psychology, Education, Rehabilitation Counseling, or related field.
<b>Experience (yrs.)</b>	1	Experience working with students with disabilities.  Preferred experience in advising, counseling, or teaching students 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.

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### 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: 3/10/2023

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