

JOB INFORMATION

Job Code	AE98
Job Description Title	Academic Coach
Pay Grade	SR06
Range Minimum	\$36,890
33rd %	\$43,040
Range Midpoint	\$46,110
67th %	\$49,180
Range Maximum	\$55,330
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/10/2023

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Academic

JOB SUMMARY

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

RESPONSIBILITIES

<ul style="list-style-type: none">• 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.• Meets with students one on one to provide support, encourage accountability, and develop critical thinking skills and self-awareness.• Develops and teaches effective study skills and strategies to encourage academic success.• 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.• Advises students on university policies and how the policies apply to their academic progress. Educates students on university resources and refers students as needed.• Coaches students on effective and professional communication with faculty and staff.• Attends training and professional development opportunities to enhance academic coaching skills.• Maintains consistent and comprehensive records and files for tracking and data analysis.• May teach a UNIV course or workshops for neurodiverse students.• May support the SKILL Program Director in administrative and academic support tasks. May develop curricula and programming for SKILL students and staff.• May support the Office of Accessibility by participating in staff meetings, workshops, trainings, and campus events such as Camp War Eagle.• Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

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

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Degree in Psychology, Education, Rehabilitation Counseling, or a related field.	And	1 year of	Experience working with students with disabilities. Preferred experience in advising, counseling, or teaching students with Autism Spectrum Disorder.	

Substitutions Allowed for Education Yes

Substitution 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.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

None Required