**Academic Coaching Program**

**POSITION:** Academic Coach/Online Resource Developer  
**WAGE:** $17.50/hour 19 hours/week  
- Academic-year commitment required  
- Continuation of internship will be based on regular observations, mentoring and feedback provided by Director  

**START:** Fall term 2019  
**REQUIRED TRAINING:** Attendance at LC all-staff training September 17th 8AM-4:30PM and coach-specific training on September 24th from 10AM-2PM.  
*Applicants must not be current GTAs.*

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**Position Summary**

The Learning Center invites applicants for the position of Academic Coach/Online Resource Developer. Reporting to the Interim Director of the Learning Center, this position will coach and tutor new, returning, and current PSU students in academic skills, motivation, self-management, and goal setting. Additionally, this position will work closely with the Peer Assistant for the Physics department to facilitate outreach and support for struggling students. Lastly, this person is responsible for creating online content to support student success, retention, and engagement.

**Position Responsibilities:**

- Mentor and provide guidance to PSU undergraduate and graduate students in learning strategies, motivation, self-management, and goal setting via asynchronous or remote sessions  
- Assist student’s in identifying barriers to academic, personal and/or professional success including goal setting  
- Create online resources for students such as tutorials, videos, handouts, etc.  
- Academic Coaching outreach to identified students enrolled in Physics pilot program  
- Actively participate in LC all-staff meetings, bi-weekly coaches’ meetings and other professional development  
- Communicate regularly and effectively with LC staff

**A successful applicant will have/be:**

- A good understanding of thinking and learning processes, and counseling/consulting skills to assess these processes and teach new strategies on an individual basis  
- Experience using a wide-variety of learning strategies that students can use to become active learners, a range of educational methods to help students develop these skills,
and the patience and empathy to discern the student’s skill level and to build on the student’s individual strengths

- Experience with the creation of online resources including videos, tutorials, and handouts
- Well-versed in the foundations of curriculum and instruction and ability to bridge theory and practice for diverse learners
- A strong commitment to social and ecological justice in education
- Ability to establish and maintain effective relationships with a wide variety of groups and individuals
- Comfortable in asynchronous and face-to-face student interactions
- Commitment to diversity, equity, inclusion, student success, and working with a broad community
- Commitment to serving a diverse population and advancing student success through highly engaged and high impact educational practices

**Minimum Qualifications:**

- Admitted to graduate program relevant to education, counseling, etc.; continuation contingent on successful completion (B or better) of coursework
- Desire for a career in student affairs, higher education, counseling, teaching, or STEM education
- Willingness to self-reflect and engage in developmental and constructive feedback

**To Apply:**

Please send resume and cover letter to:
Email: mycoach@pdx.edu
or
Drop-off: Learning Center, located 2nd floor of the Millar Library

**Please address the following in a cover letter and include resume:**
Your perspective on the role of an academic coach, how this position will help you meet your academic and/or professional goals, and any experience you have that prepares you for success as an academic coach.

**APPLICATION DEADLINE:** Monday, August 26th by 8 am