

Academic Coach

Job Description

Position Information

Position Title Academic Coach

Position Number

Department Dean of the College

Reports to (Title) Assistant Dean for Academic Success

Seated Employee

Employee First Name

Employee Last Name

Job Summary

In three to five sentences, please briefly describe the job's primary purpose to the department.

Job Summary

The **academic coach** position is a student support position that promotes learning development and academic success for Grinnell students both in the Partners in Education program and for students utilizing the Academic Advising office. The academic coach provides student-centered support using evidence-based practices; coordinates and facilitates onboarding and programming events; and coordinates the day-to-day operations of the Partners Learning Center.

This position reports to the assistant dean for academic success /Partners director. This is an exempt, full-time position with benefits. May be required to work up to 20% outside the regular work week schedule.

Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job. Bachelor's degree from four-year college or university

If a specific degree, certification, license, or registration is necessary, please list. Social work, psychology, counseling, education or similar field

Select the level of experience needed to successfully start the position and accomplish the essential duties of this job. Three years or more

Preferred Qualifications

Minimum Qualifications

- Bachelor's degree in Social Work, Psychology, Counseling, Education, or similar field, plus three years of relevant professional experience

OR

- Master's degree in Social Work, Psychology, Counseling, Education, or similar field.
- Commitment to the College's core values of educational excellence and continuity, and diversity, equity, and inclusion.
- Ability to build and maintain relationships with students and colleagues
- Ability to plan, organize, and efficiently manage daily work demands
- Ability to utilize interpersonal skills to collaborate across the work environment
- Ability to adapt to the varying challenges within the work environment
- Ability to communicate effectively utilizing verbal and written modes of communications
- Ability to work effectively within a team environment

Preferred Qualifications

- Experience working in a higher education setting
- 3 or more years of experience specifically in teaching, counseling, tutoring, mentoring, coaching, or guidance

FLSA Category	Exempt
Staff/Faculty	Staff
Employment Status	Full-Time
Employment Category	Regular
Essential Staff (emergency situations)?	No
On-Call?	No

Essential Responsibilities

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

Essential Responsibility percentage of time needs to equal 100%

Responsibility	Works individually with students to provide academic coaching
	Works with students who seek support through the Partners Program and the Academic Advising Office; Assesses the learning needs of individual students and offers guidance and feedback on the appropriate research-informed teaching and intervention strategies, including instruction on learning strategies and other topics related to academic success; Provides outreach to students experiencing academic difficulty; Understands and interprets basic college academic policies and procedures to students; Refers students to appropriate college resources; Communicates, consults, and collaborates with colleagues across departments and teams, regarding students' academic challenges and progress: Academic Advising Office, Success Team members, Registrar's Office, Faculty, Student Affairs, Academic Resource Centers, athletic coaches; Collects and enters data regarding contacts, referrals and interventions with each student; Updates student files and maintains accurate records.
Percentage Of Time	65
Responsibility	Assists in program coordination and facilitation
	The academic coach works collaboratively under the direction of the program director to coordinate and facilitate the Partners Program: fall and spring onboarding, ongoing programming, and the day-to-day Partners Learning Center operations; Generates

materials and handouts that promote programming and learning development; Collaboratively develops and facilitates workshops, trainings and presentations focused on learning development and academic success. Assists with the supervision of student staff.

Percentage Of Time

30

Responsibility

Engages in professional development; Completes administrative tasks

The academic coaches will engage in ongoing professional development in the form of weekly supervision with the program director, one-time enrollment in ASC 101: Scholars' Seminar, independent learning targeted at skill development specific to this position, and other trainings and workshops, as relevant. Enters data and notes in campus data systems; Attends weekly academic advising staff meetings and Academic Success Team meetings; Contributes ideas to the Academic Advising staff.

Percentage Of Time

5

General Responsibilities

General Responsibilities

- (1) Maintain regular attendance in accordance with department policy.
- (2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
- (3) Understand and comply with the policies of the College Staff Handbook.
- (4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.
- (5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.
- (6) Protect confidentiality of College information.
- (7) Provide leadership to others through example and sharing of knowledge/skill.
- (8) Communicate with others in a courteous and helpful manner.
- (9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing.
- (10) Perform other duties as assigned.

Supervisory Responsibilities

Does this job have supervisory responsibilities?

No

If yes, then check all that are supervised by this position.

Supervise Student Staff

No

If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)

Supervise Non-Exempt Staff

No

If you supervise non-exempt staff please enter the number.

Supervise Exempt Staff No

If you supervise exempt staff please enter the number.

Select the level of supervision that this position provides.

Supervision Received

Select the level of supervision that this position receives from their supervisor. Direction: receive guidance with respect to general objectives; in the majority of tasks and projects assigned, determine methods, work sequence, scheduling, and how to achieve objectives of assignments; operate within specific policy guidelines.

Computer Operations

Please check one of the following Intermediate personal computer skills, including electronic mail, routine database activity, word processing, spreadsheet, graphics, etc.

Travel

Please check one of the following No travel required.

Essential Function Analysis

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

Mental/Cognitive Requirements

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

Analyzing information or data Under 1/3

- Essential or Marginal? Marginal

Effective communication skills 1/3 to 2/3

- Essential or Marginal? Essential

Composing & comprehending communication materials Under 1/3

- Essential or Marginal? Marginal

Establishing effective interpersonal relationships Over 2/3

- Essential or Marginal? Essential

Adjusting to changes (work load, environment, department structure, etc.)	Under 1/3
- Essential or Marginal?	Marginal
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc	Under 1/3
- Essential or Marginal?	Marginal
Making decisions of moderate to substantial consequence	Under 1/3
- Essential or Marginal?	Marginal
Performing mathematical calculations	None
- Essential or Marginal?	Marginal
Editing reports or technical materials	Under 1/3
- Essential or Marginal?	Marginal
Planning and organizing (work load, schedules, events, etc.)	1/3 to 2/3
- Essential or Marginal?	Essential
Handle stressful, emotional and/or frustrating situations	1/3 to 2/3
- Essential or Marginal?	Essential
Working with numerous distractions	Under 1/3
- Essential or Marginal?	Marginal
Working under a time pressure and within timelines/deadlines	None
- Essential or Marginal?	Marginal
Coordinating work with others	1/3 to 2/3
- Essential or Marginal?	Essential
Handling multiple assignments and priorities	Under 1/3
- Essential or Marginal?	Marginal
Completing work in an accurate manner	Under 1/3
- Essential or Marginal?	Marginal
Concentrating - maintaining attention to details and task	None
- Essential or Marginal?	Marginal
Memory functions (remembering names, details and procedures)	None
- Essential or Marginal?	Marginal

Physical Requirements

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Remaining in a stationary position	1/3 to 2/3
Traverse/move locations	Under 1/3
Ascend or descend between floors	Under 1/3
Reach with hands and arms	1/3 to 2/3
Ascend or descend ladder	None
Position self to access small or restricted spaces	None
Communicate or exchange information	Over 2/3
Detect specific flavors or odors	None

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

Weight lifted or force exerted: up to 10 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 25 pounds (with or without assisted device)	None
Weight lifted or force exerted: up to 50 pounds (with or without assisted device)	None
Weight lifted or force exerted: up to 100 pounds (with or without assisted device)	None
Weight lifted or force exerted: more than 100 pounds (with or without assisted device)	None

Please check one of the following Light physical activity performing non-strenuous daily activities.

Does this job have any essential vision requirements? Check all that apply. Close vision (clear vision at 20 inches or less), Distance vision (clear vision at 20 feet or more), Color vision (ability to identify and distinguish colors), Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), Depth perception (three-dimensional vision, ability to judge distances and spatial relationships), Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

Wet or humid conditions (non-weather)	None
Extreme cold (non-weather)	None
Extreme heat (non-weather)	None

Outdoor weather conditions	Under 1/3
Work near moving mechanical parts	None
Work in high, precarious places	None
Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)	None
Toxic or caustic chemicals	None
Work with explosives	None
Risk of electrical shock	None
Vibration (i.e. operating jackhammer, impact wrench)	None
Risk of radiation	None
Confined Spaces	None
Please check one or more of the following locations where this job would work	Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.
How much noise is typical for the work environment of this job? Check the appropriate level below.	Moderate noise (examples: business office with computers and printers, light traffic)

Additional Information

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.

Position Documents

No documents have been attached.