Job Description:
Academic Success Coaches develop strategic partnerships with students for the purpose of fostering success skills in an educational environment. Coaches individualize their approach with every student by engaging in the processes of reflection, goal-setting, and planning. The coaching role may include helping students improve their time management skills, study habits, test taking abilities, or address any other academic-related issues that may arise. Coaches also conduct workshops, presentations, and participate in resource fairs for campus organizations and departments.

Please visit our website for more information: [http://www.unlv.edu/asc/coaching](http://www.unlv.edu/asc/coaching)

Minimum Qualifications:
- Must be fully admitted to any Master’s or PhD program at UNLV
  - Must be enrolled in 6 or more units during the school year
- Maintain good academic standing (i.e. 3.0 GPA or higher)
- Participate in a mandatory training program PRIOR to classes beginning in January.
- Be able to build rapport with students, ASC colleagues, academic advisors, and representatives from campus departments
- Have strong communication and presentation skills
- Be able to refer students to appropriate resources
- Be sensitive to the varied needs of a diverse student body
- Position requires a commitment of one academic year

Coaching Responsibilities:
- Maintain 20 office hours during normal business hours Monday – Friday.
- Attend weekly staff meetings and trainings. Team meetings are held every other Wednesday 9:00 – 11:00 a.m. Individual meetings occur during the weeks that do not have team meetings.
- Caseloads are approximately 60 – 80 undergraduate students.
- Reach out to assigned student caseload to schedule appointments and maintain contact
- Conduct one-on-one meetings with students during normal business hours Monday – Friday.
- Create and implement an individualized academic plan for each student with strategies & resources for best learning.
- Monitor student progress through individual appointments.
- Document and maintain individual case notes and contact attempts for each student.
- Prepare reports for supervisor.
- Make appropriate referrals when necessary to other campus departments and organizations.
- Conduct academic success presentations for the campus.
- Some evening and weekend responsibilities required.
- Other duties as assigned.

Compensation
- Standard Graduate College stipend for Master’s and Doctoral level candidates
• Student Health Insurance
• Partial to full tuition coverage for 6 units depending on years of service

Application Requirements for Graduate Assistants who have NOT worked at the Academic Success Center previously:

1) Complete GA application through the Graduate College:
   https://app.applyyourself.com/AYApplicantLogin/ApplicantLogin.asp?id=unlvgrad
   • Create an account.
   • Mark the box that indicates: “I wish to be considered for an assistantship”.
   • Indicate the Academic Success Center as your preferred place to apply.

2) Submit the following documents as attachments in one e-mail:
   a. complete UNOFFICIAL transcripts from all previous institution(s) – international transcripts must be translated into English
   b. unofficial copy of graduate school entrance exam score (i.e. GRE, GMAT) if applicable to your program
   c. a resume and cover letter/letter of interest detailing reasons why this position is of interest
   d. Submit name, address, phone number, job title, and email of 3 professional references (teachers or supervisors)

Important Notes:

• We will begin the review of applications on November 13, 2015. However, the search will be open until the position is filled.

• Applicants will be notified via e-mail if they are selected for an interview.

• Interviewees must prepare a 15-minute presentation on a learning strategy to facilitate in an academic coaching session.

• Submit all application materials via e-mail to: Heather.Hatch@unlv.edu