

Position: Academic Success Coach  
College name: University of Redlands  
Department: Academic Success & Disability Services  
Appointment: Up to 5 positions available per term; 4-8 month contract; Unpaid  
Start Date: Fall 2021 (September) and/or Spring 2022 (January)  
Hours: Flexible hours Monday-Thursday 8am-9pm, Friday, 8am-5pm  
Address: Student Development Center, Armacost Library, Lower Level, 1200 E. Colton Ave. Redlands, CA 92373  
Phone: (909) 748-8069  
Website: <https://www.redlands.edu/student-affairs/academic-success-and-disability-services/>  
Deadline: Email resume & cover letter to [Brittany Perisits@redlands.edu](mailto:Brittany_Perisits@redlands.edu) by **May 31, 2021**

Description: The office of Academic Success & Disability Services (ASDS) is seeking graduate students in the Counseling or Higher Education programs to serve as Academic Success Coaches for the 2021-2022 academic year. Academic Success Coaches provide one-on-one (1:1) support and resources to diverse undergraduate students in the College of Arts & Sciences (CAS) at the University of Redlands.

Primary Duties:

- Counsel at-risk students who are currently in our Academic Probation program because their cumulative GPA is below a 2.00 or their term GPA is below a 1.01.
- Advise students who are experiencing academic difficulty in specific classes, which are reported via the College's Academic Status Report (ASR) system by concerned faculty throughout the semester.
- Lead group Academic Success Workshops focusing on academic success skills such as tips for online learning, goal & boundary setting, managing multiple responsibilities, finding motivation & overcoming procrastination, presentation skills, adulating & professionalism, stress management/self-care, etc.
- Create a year-long, 1:1 personalized support system for all students to assist in building students' personal and academic growth (character-building, partnership with instructors, staff, and other students, and increase self-advocacy and self-efficacy skills).
- Develop and strengthen students' connection to the University by utilizing resources and/or engaging in campus wide activities.
- Provide social supports to ease academic "culture shock" from the high school to college transition or transfer experience by enhancing students' skill sets and sense of belongingness to the University.
- Maintain records of student meetings and collaborate with the Associate Director on their academic progress.
- Identify and address academic improvement trends for the CAS population.
- Assess and evaluate departmental initiatives, student learning & engagement, and academic improvement.

Learning Outcomes:

- Utilize Motivational Interviewing, a counseling technique designed to help students make and maintain positive changes in behavior and academic habits, and person-centered counseling techniques to help students develop and work toward academic and personal goals.
- Engage in Appreciative Advising, the intentional collaborative practice of asking positive, open-ended questions that help students optimize their educational experiences and achieve their dreams, goals, and potentials.
- Develop and implement counseling/advising skills to have difficult conversations with students regarding their academics in relation to their identity, diversity, learning differences, financial situations, life circumstances, family expectations, etc.
- Learn and comply with the Family Educational Rights & Privacy Act (FERPA) and other legal guidelines as they apply to the work of ASDS.
- Participate in and develop program and departmental assessment.

Preferred Skills/Background Needed:

- Excellent communication and empathetic listening skills
- An understanding of confidentiality and professional boundary setting
- Collaborative behavior working on a team
- Strong, independent decision making and critical thinking skills