

The University of Texas at San Antonio

Job Description

Job Title: Academic Success Coach I
Code: 13053
Salary Grade: 56
FLSA Status: Non-Exempt
Department/Division: Tomás Rivera Center/Vice President for Student Success
Reports To: Director, Academic Success Coaching

Summary

- Function: To provide student support services and programming to undergraduate and graduate students of UTSA, through the Tomás Rivera Center for Student Success.
- Scope: Responsible for assisting in the planning and coordinating of student support program, which may include some program selection, future planning, and innovation.

Duties

- Typical:
 1. Meets with graduate and undergraduate students individually for academic coaching concerning study skills, time management/organization, graduate-level writing issues, and other topics related to the university student population.
 2. Schedules and presents workshops by request on topics such as those related to graduate-level writing and research, presentation skills, and study strategies.
 3. Engages in a variety of marketing activities to promote Academic Success Coaching on campus to students, faculty and other stakeholders to include the consistent and effective use of various social media for student outreach and engagement.
 4. Maintains records of Academic Coaching activity, workshop attendance, and evaluation of services provided. Contributes to reports for program evaluation, which may include data analysis and written reports on program operations and student success outcomes.
 5. Communicates with UTSA students regarding support services on campus and makes appropriate referrals to promote academic and individual success.
 6. Promotes and supports all programs and initiatives within the Tomás Rivera Center.
 7. Performs other duties as assigned.

<ul style="list-style-type: none"> • Periodic: <ol style="list-style-type: none"> 1. Participates in professional conferences and individual professional development relevant and beneficial to student success. 2. Develops and implements a plan to disseminate information and knowledge gained from conference participation to program stakeholders.

Education

Required	Preferred
Bachelor’s degree from an accredited institution.	Master’s degree from an accredited institution.

Other Requirements

Required	Preferred
Strong academic writing skills.	Knowledge and ability to demonstrate advance academic writing skills with the ability to successfully convey concepts to students
Demonstrate effective interpersonal skills	
Strong oral and written communication skills	
Strong analytical skills	
Criminal Background Check (CBC)	Demonstrate professional presentation skills necessary to speak to large groups for the purpose of conducting workshops and program marketing

Experience

Required	Preferred
Two years of related experience with academic support or learning assistance at the college level.	Three years of experience working with college students in an advisory or supportive capacity.
Masters and no experience may substitute for required experience.	

Equipment

Required	Preferred
Ability to use an office computer with Microsoft applications to include MS Outlook, MS Word, MS Excel, and MS PowerPoint.	N/A
Other standard office equipment.	

Working Conditions

Usual	Special
General office conditions.	Participation in meetings and conferences concerning student or professional affairs

Flexible working schedule to include evening and possible weekend hours to include travel between campuses for meetings and events.	beyond usual office hours, possibly involving travel.
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Supervision

Received	Given
Responsible for self-direction and organization.	Some instructions to any supporting staff members as well as to secretarial or clerical personnel.
General guidance and evaluation from supervisor.	

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
